

Document Generated: 05/09/2026

Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Using Outlook for Time Management



About this Course:

Many people don't know that Outlook is an amazing program for managing your time. From automating the sorting process so you can approach important tasks intelligently, to prioritizing, to using the outlook calendar on a mobile device or your day planner of choice, this course will reveal the most effective tools you can

incorporate into your current organizational system.

Course Objectives:

- Rather than teach you "our way" to organize your life, this course will identify key organizational concepts inherent in all time management approaches, and show what Outlook can do to meet your particular needs.

Audience:

- Everyone who uses Microsoft Outlook.

Course Outline:

- Introduction
- Navigating
- File System
- Search Folders
- Flags
- Processing Email
- Automation
- Custom Views
- Printing
- Tips for Customizing

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)

