

## Work Smarter With Microsoft Outlook

Microsoft Outlook is an email software system which also includes calendar, task managing, contact managing, note-taking, journal logging, and web browsing. Its numerous features which are constantly updated are designed to simplify team work for organisations and help employees become more efficient and productive.



Competency in Microsoft Outlook will help individuals:

- Effectively communicate with each other, since Outlook integrates email, calendar and contacts. Employees can set up meetings, find more information about a contact, dial into conference calls or jump onto online meetings.
- Get access to email without being connected to the internet. Hence, they can read and respond to emails anywhere they are and the mail will be sent as soon as connection is established.
- Categorise emails to stay organised. They can assign categories to various items (e.g., message, appointment, tasks) and colour-code these categories.
- Find and flag emails easily to grab attention and make sure important or urgent emails are attended to.
- Find contact information easily by looking at their contact card. The photo enables users associate faces with names, while the “presence” information shows the status of the contact, for example, if they are busy, offline, etc.
- Employees can easily and quickly start a chat conversation, schedule an appointment, make a quick phone call or start an online conference.

**Number of sessions: 2 sessions of 3 hours**

**Total Duration: 6 hours**

**Fees: Rs 6000 per participant**