

## Time Management Training with Outlook

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#### **Topic 1: Establish key Organizational Concepts**

- File System - The ins and outs of the Outlook files system
- Search Folders - Set up special custom search tools.
- Flags - the Smart Way to Manage Message Related Actions
- Processing Email - the 4 "D's" of email Management
- Automation - Let Outlook do it!
- Custom Views
- Printing Tips & Tricks
- Tips, Tricks, and Tools to Work More Efficiently

Microsoft Copilot for Outlook