

KOENIG SOLUTIONS • COURSE OUTLINE

Time Management Training with Outlook (Microsoft)

Learn to organise Outlook files, automate email processing and apply time management techniques to work more efficiently.

2

MODULES

8

TOPICS

COURSE OVERVIEW

This course covers key organisational concepts in Microsoft Outlook, including the file system, search folders, flags, and the 4 D's of email processing. It also looks at automation, custom views, and printing tips to help streamline daily tasks. The course closes with an introduction to Microsoft Copilot for Outlook.

WHO THIS COURSE IS FOR

Outlook Users

Administrative Assistants

Office Professionals

Executive Assistants

Team Coordinators

LEARNING OBJECTIVES

- Explain the structure and use of the Outlook file system
- Configure search folders as custom organisational tools
- Apply flags to manage message-related actions
- Apply the 4 D's method to process email
- Implement automation features within Outlook
- Configure custom views for organising information
- Apply printing tips and tricks in Outlook
- Identify features of Microsoft Copilot for Outlook

2 Modules, 8 Topics

01

Establish Key Organizational Concepts

TOPICS

- 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

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