

Answer these questions honestly!

- Have you ever missed a meeting?
- Do you ever feel unorganized in Outlook?
- Does the number of daily emails you receive overwhelm you?
- Do you use Tasks in Outlook?
- Do you keep all Tasks you want to accomplish in Outlook?
- Are you able to create and assign Tasks to other Outlook users?
- Do you use the To Do Bar?
- Is your To Do Bar organized by Category?
- Do you know what a Quick Step is?
- Can you create customized views in Outlook?
- Are you able to mark an email as high priority?
- Can you find the messages you are looking for quickly?
- Do you know how to filter your messages?

No

Take
Outlook – Organize, Prioritize, Produce!
(1 day)

Yes

- Can you compose and format an email?
- Do you know how to attach files to outgoing email messages?
- Are you able to organize your email?
- Can you reply to or forward an email?
- Can you customize the way Outlook looks?
- Do you create and sort contacts?
- Do you keep a list of all Tasks you want to accomplish in Outlook?
- Can you schedule an appointment in the Calendar?
- Are you able to easily move appointments?
- Do you know how to print the Outlook calendar?
- Do you know what a Quick Step is?

No

Take
Outlook – Introduction
(1 day)

Yes

- Are you able to mark an email as high priority?
- Can you find the messages you are looking for quickly?
- Do you know how to filter your messages?
- Do you know how to use automatic replies?
- Can you create a Contact Group?
- Are you successfully managing Junk email?
- Do you know how to see two time zones at one time in Calendar?
- Are you able to create and assign Tasks to other Outlook users?
- Are you able to send an entire calendar via email?
- Can you customize the To-Do Bar?
- Do you know how to back up your Outlook items?

No

Take
Outlook – Advanced
(1 day)