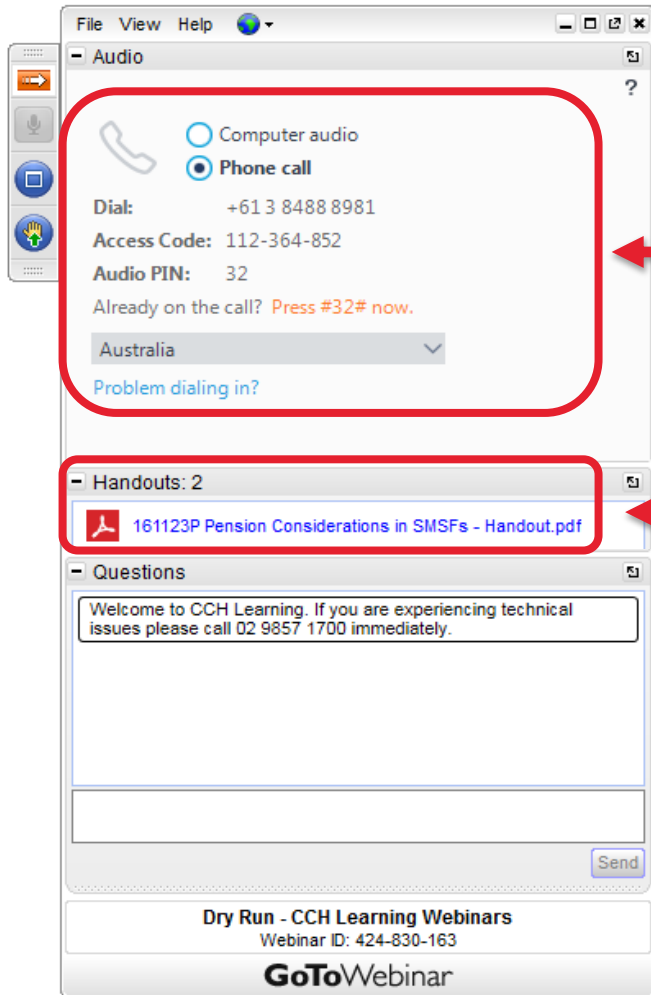# Best of Microsoft Outlook

Waqar Awan

Wednesday 31 January 2024
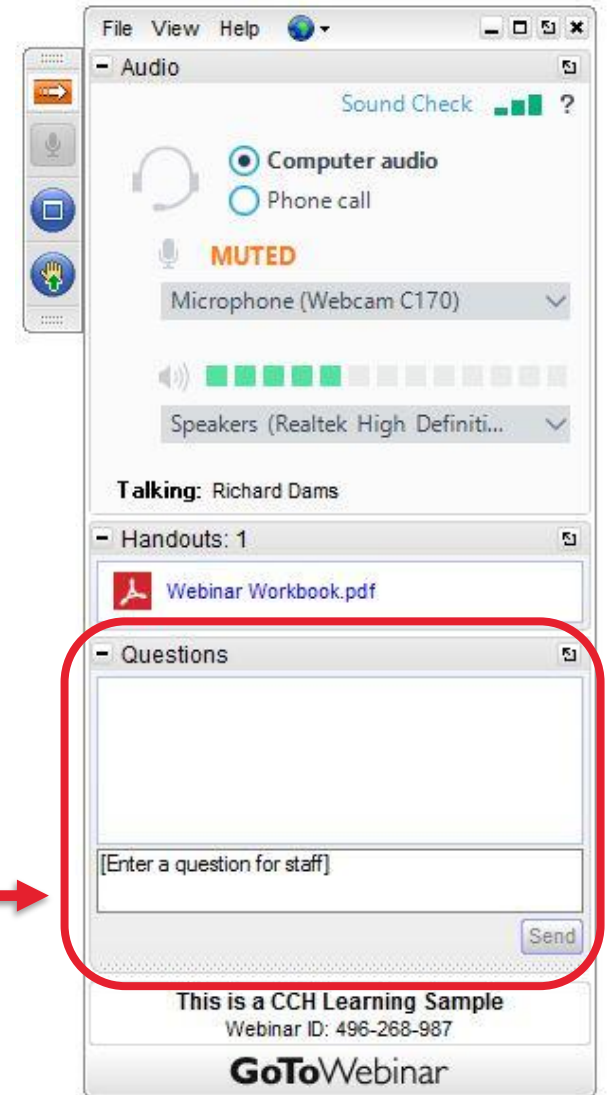
How to Participate Today

- Sound Problems? Toggle between Audio and Phone

- PowerPoint? In the Handouts Section

- E-learning Recording? Within 24-48 hours you will receive an email notification

Wolters Kluwer **CCH Learning**

LUMIFY work

Questions?

Alison Wood
CCH Learning Moderator

Type your
question and click
Send

GROW YOUR SKILLS, GROW YOUR KNOWLEDGE, GROW YOUR BUSINESS.

Subscribe to CCH Learning and gain **unlimited access** to all live webinars, E-Learnings and supporting documentation.

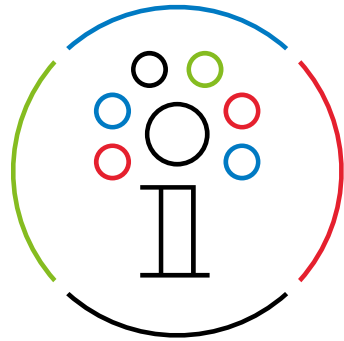Plus, your CPD hours will be recorded automatically.

Find Out More!

Wolters Kluwer **CCH Learning**

LUMIFY work

Your Presenter

- **Waqar Awan**
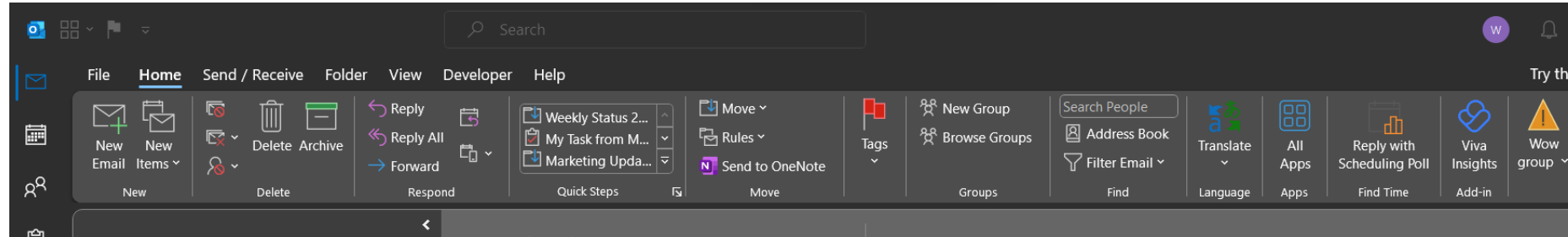- Applications Trainer
- Lumify Work

Today's session will cover

Topics Covered

- Outlook Features and User Interface
- Managing Emails, Arrangements and Grouping Emails
- Changing Layouts
- Current View Settings
- Adding Calendars
- Sending Meeting invites – Appointments and Meetings

Wolters Kluwer **CCH Learning**
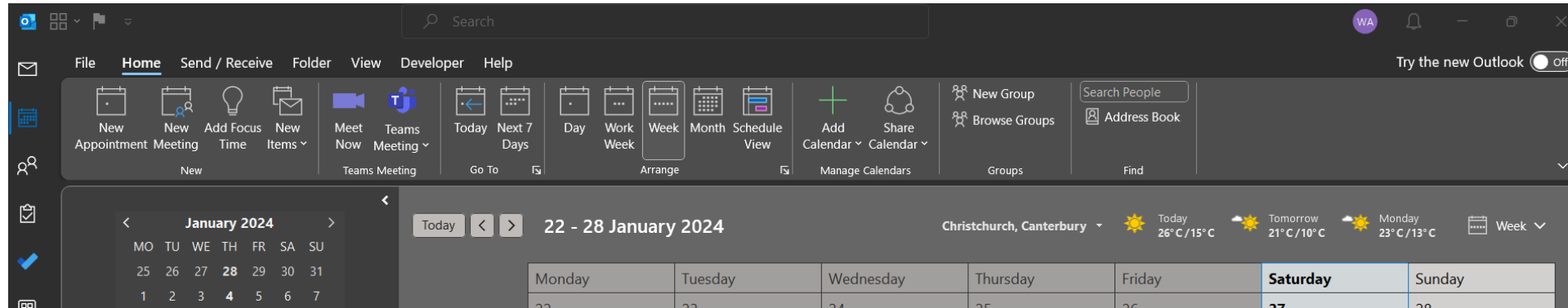
LUMIFY work

Outlook Features and User Interface

- Tabs and Views of the Microsoft Outlook – How tabs and functions changes as the view changes
- Automatic Reply settings
- Manage Alerts and Rules

CCH Learning

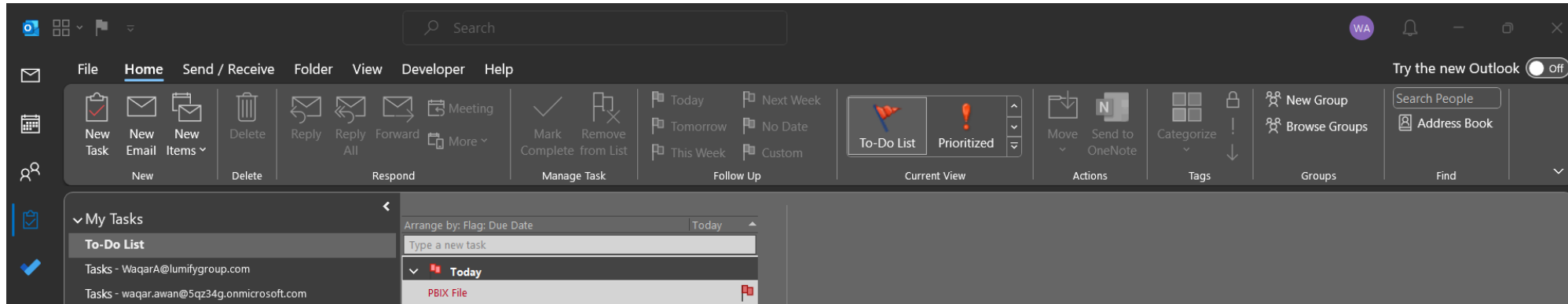# Managing Emails, Arrangements and Grouping Emails
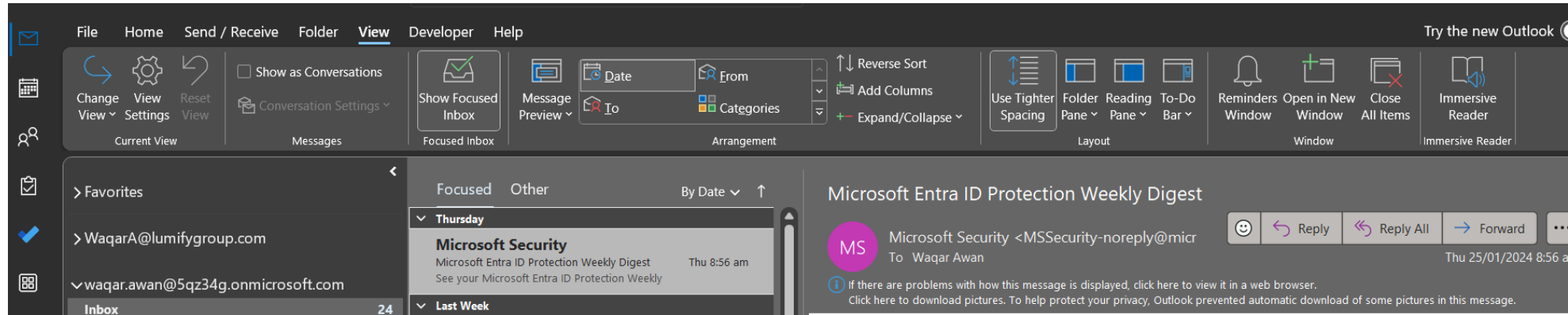
- Functionality of the View Tab
- Arrangement Tabs
- Layout Tabs

Calendar View

- New Appointments and Meetings – (Sending a Teams Invite effectively)
- Adding New Calendars
- Changing the locations
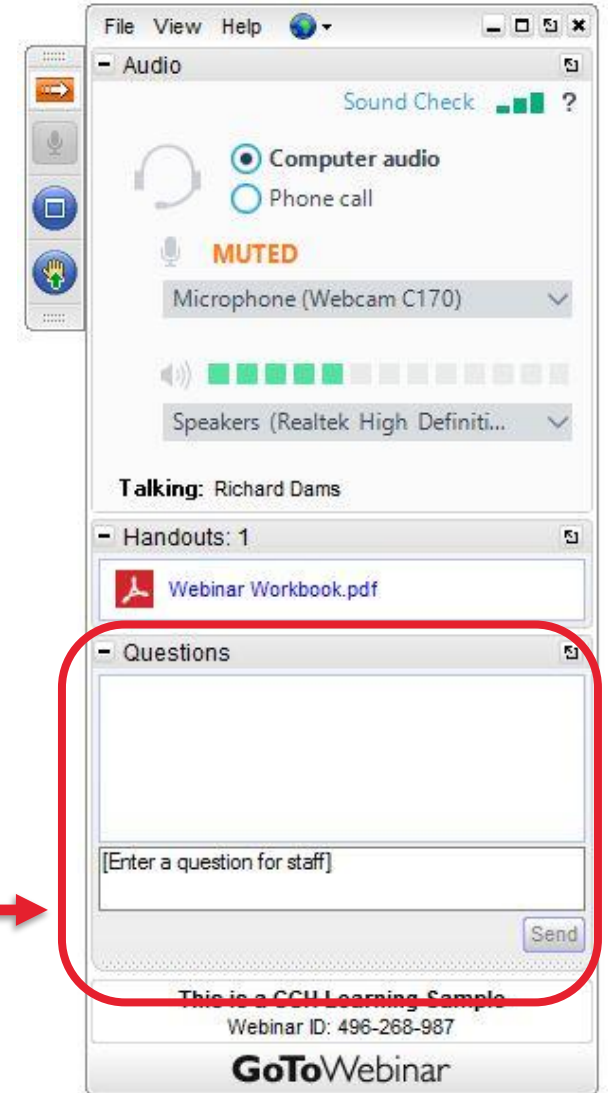
Task View

- Creating New Tasks and Allocating task to others
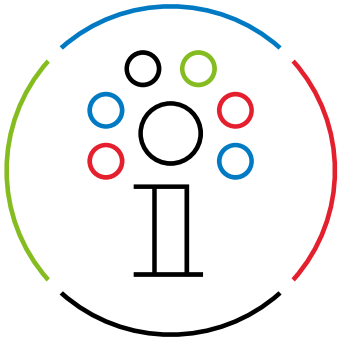- Monitoring task progression
- Delegating Access

Questions?

Alison Wood
CCH Learning Moderator

Type your
question and hit
Send

Upcoming Webinars

- 1 February – Microsoft Teams working with SharePoint and OneDrive

- 1 February The Best of Microsoft PowerPoint

- 6 February – Cyber Security Update – February 2024 (Threat Update/Stealer-log Threats/Non-Genuine Software/AI in 2024)

- 6 February – SME Loans

- 7 February – Aged Care Q&A Session - Ask us your burning questions

- 7 February – FBT 2024 – Salary Packaging Essentials for a New Year

View all Webinars

Questions?

You can type them in the "Questions" box now,
Or contact me via:

- Waqar Awan
- Applications Trainer
- Lumify Work
- WaqarA@lumifygroup.com

Next Steps

Please complete the Feedback Survey.

Within 24-48 hours you will receive an email when the following is ready;

- E-Learning Recording
- Verbatim Transcript
- CPD Certificate
- PowerPoint Presentation

Wolters Kluwer   LUMIFY work

Thank you for attending