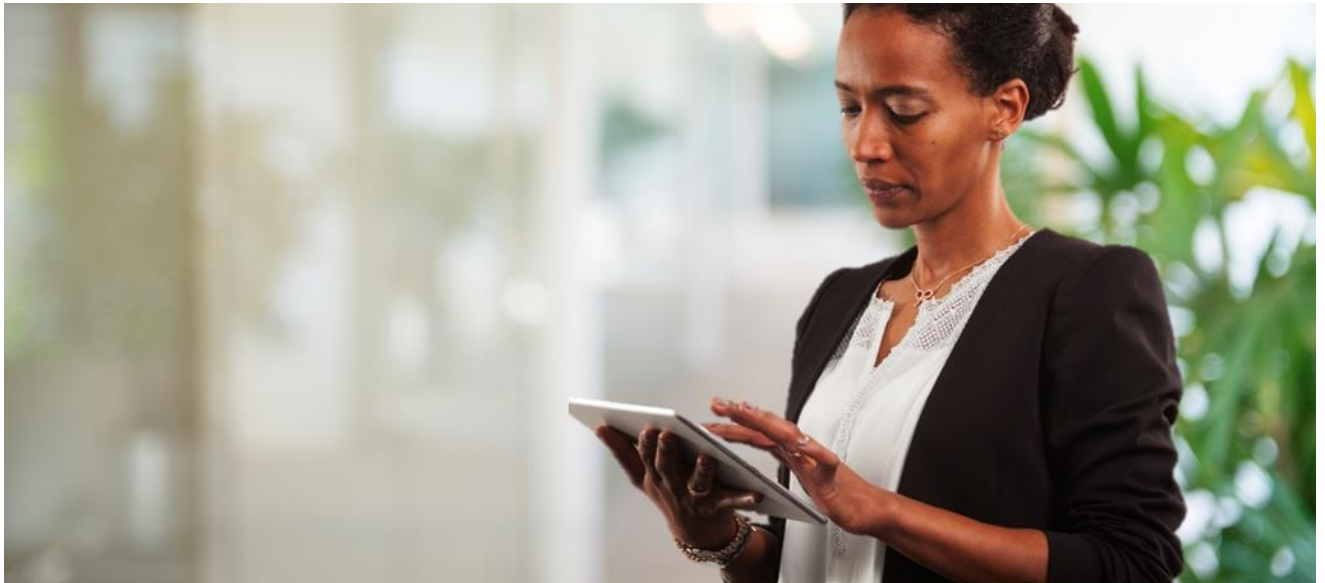


WBT TIME & SELF MANAGEMENT 2016

PRODUCT INFORMATION



Elisabeth Wagner is a senior project manager at an international company. Because completing work on time is very important to her, she is currently intensely focused on the possibilities offered by Outlook to help her to use her time more efficiently. Searching for content in Outlook used to take a long time. In future, Elisabeth Wagner will categorize content in Outlook to make it easier to find. In addition, Elisabeth would like to automate repetitive tasks using rules and Quick Steps.

For example, these can be defined so that emails are automatically placed in a folder or assigned to a category. Elisabeth has also found that she frequently uses the same or similar texts in her emails. She would therefore like to save frequently used content as templates or Quick Parts. Naturally, Elisabeth shares her newly acquired knowledge with her team so that everyone can save up to 50% of their working time.

PARAMETERS

Version	2.5
Duration	3:25 h
Release	13.10.2017

TABLE OF CONTENTS

USING TASKS IN ONENOTE

Creating tasks in OneNote and transferring to Outlook

Managing tasks with Outlook

Checking the status of delegated tasks

Working with completed tasks in OneNote

WORKING EFFICIENTLY IN OUTLOOK

Working with categories

Using rules efficiently

Using Quick Steps

Using templates in Outlook

Less work with Quick Parts

EFFICIENTLY USING VIEWS AND SEARCHING IN OUTLOOK

Searching and finding

Using search folders

Using the conversation view

Using the people pane

INTRODUCTION TO MOBILE WORK

Mobile access to Outlook-Exchange

Mobile access to data
