

Advanced Outlook Tips and Tricks with Laura Stack



Are you buried by hundreds (or thousands!) of email messages? Do you spend hours every day in your inbox? If you have a hard time keeping up with your email, attend this critical half day of training with **Laura Stack, The Productivity Pro®**, a Microsoft Certified Application Specialist (MCAS) in Outlook. Laura will demonstrate ADVANCED Outlook methods with her actual Outlook software and an LCD projector. This is not simple computer training – it is workflow processing – where you’ll learn to use Outlook to get more work done and increase performance. Even Outlook “power users” will be amazed by how much they learn. *Please do NOT attend if you don’t consider yourself an intermediate/advanced user.*

Date: Tuesday, November 3, 2009. REGISTER FOR THE CORRECT SESSION:
Time(s): Microsoft Outlook **2003** session: Registration: 8:30; Seminar: 9:00 a.m. to 12:00 p.m.
Microsoft Outlook **2007** session: Registration: 12:30; Seminar: 1:00 a.m. to 4:00 p.m.
Location: EKS&H Accountants, 7979 E. Tufts Ave, Denver, CO 80237, 1st floor conf. room
Investment: \$99 per person (half day) or \$89 for three or more people from the same company

Sample Course Objectives:

- Turn off the global email notification options and play a sound when an “important” person emails you.
- Create signatures to use as templates for common replies and customized Outlook form templates for letters.
- Capture a Message as a Task on the TaskPad or Appointment on the Calendar.
- Create new floating toolbars and add your own personalized menu of your favorite commands.
- Assign a Task to someone else and track it through completion (and see who owes what).
- Use Search Folders as permanent Find searches.
- Take a poll with custom responses and tally group responses.
- Add groups and shortcuts in the folder list.
- Use automatic formatting to color incoming messages or trigger rules.
- Make notes in an email message to jog your memory.
- Set a reminder on an email for someone else (automatic babysitting).
- Set an email flag to include a date follow up and a pop-up reminder box.
- Send a previously Sent Item as an attachment to prove you sent a message.
- Use Sent Items to set a reminder for you to follow up with someone.
- Schedule a recurring or regenerating task (what’s the difference?).
- Remove completed tasks from the TaskPad (no strikeouts).
- Display Contact history (meetings, phone calls, conversations, etc.)



Register by faxing the form below to 303-471-7402 or visit
http://www.theproductivitypro.com/s_publicworkshops.htm for discount pricing

Time: ☐ Morning session for Outlook 2003 ☐ Afternoon session for Outlook 2007

Credit Card: ☐ VISA ☐ M/C ☐ AMEX

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