# Outlook/Email Management

**½ Day [3hrs] Hands On Training Course**

Designed for **users** of Outlook this session focuses on a range of tips and shortcuts to Reclaim your Inbox and immediately increase your productivity with Outlook.

**Requirements**

This session is best run hands on with participants utilising a computer

**Topics**

- Must know tips, tricks and shortcuts in Outlook

- Setting up Rules

- Email Etiquette

- Email SOS

- Managing Your Calendar & To Do

- How to develop your own email protocol