Outlook Webinar Series

The Employee Engagement Initiative is bringing to you a series of three webinars to help you be more productive, learn to organize your time and more effectively work in Microsoft Outlook.

Each of the three webinars will provide instruction using Outlook 2013.

**March 8 – Using Outlook to be More Productive**
Gain power over your daily workload by learning how to:

- Take advantage of Outlook 2013 Today
- Set up the Quick Access toolbar
- Implement categories
- Plot daily productivity
- Use the calendar for more than meetings and appointments
- Close out your day and plan forward
- Use calendar groups and shared calendars

**March 24 – Email Survival Skills**
Learn email triage techniques and how to:

- Clear your Inbox every day
- Use reminders and status flags effectively
- Organize and search for the emails you need to keep
- Speed up your work with Quick Steps
- Use the 3-minute rule when responding
- Use the Calendar or Tasks to process complex and time consuming emails
- Write subject lines that get read

**April 12 – Outlook on Steroids**
Put yourself in the driver’s seat of your personal productivity by customizing Microsoft Outlook for your workstyle, personality and role. You will learn how to:

- Customize with the File Tab
- Use the power of Tasks to do more in less time
- Customize column headings
- Move completed tasks automatically to the Complete folder
- Differentiate between the To-Do List, the To-Do Bar and Tasks
- Discover time saving ways to use signatures
- Use the Assign Tasks feature
- Use voting buttons

Register Now:
tees.tamu.edu/personnel/events/outlook-webinars

**Presenter Information**
Karla Brandau is an internationally known speaker, author and executive coach. She is the CEO of Workplace Power Institute and has built a reputation on coaching and mentoring the development of virtual teams.