

M3Z-202-365

Control your Outlook Inbox with the M3Z method (Classic Outlook)



Objectives

With this training, participants will be able to:

- Save time by reading your emails only once
- Implement an optimal email management process
- Benefit from integrated tools to compose your email faster

Practical information

Duration	3 hours
Level	All
Number of participants	8 participants
Languages available	English - French

Prerequisites

- For current Outlook (classic version) users
- Note:** This training is a complement to the M3Z-201 or M3Z-203 training (on tasks management), which should be taken before this one.

Target audience

Managers, administrative staff, or any person with difficulties in managing its workload

Content

1 - Become familiar with the email management process

- The impact of emails in our work reality
- Analyze the email management process

2 - Apply the email management process

- Turn your emails into tasks
- Know when to Flag an email in your Inbox
- Use the quick steps
- Group your Outlook items by category
- Use the Archive folder
- Keep track of sent messages
- Create message templates
- Create messages with Copilot
- Create rules

4 - Efficiently use search for email lookout

- Adjust search scope
- Start or narrow down a search by applying filters
- Add or remove search options in advanced search

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months