Online Training: Workflow Efficiency with Outlook

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Looking for ways to increase productivity and enhance workflow efficiency. This workshop will provide some tips and tricks for working with your mail and calendar.

The Workflow Efficiency with Outlook Workshop objectives are as follows:

- Optimize their Outlook calendar use through the use of organization, collaboration, and efficiency tools.
- Manage their inbox more efficiently through the use of folders, rules, and follow-ups.
- Implement time-saving tools, such as contact lists, quick part templates, and email merge.

To access his course, which is housed in Canvas, please click on the link below:

Workflow Efficiency with Outlook Workshop

You will need to log into Canvas with your FAU credentials.

If you need assistance, please contact comhelpdesk@health.fau.edu