

2 half-day seminars

# MICROSOFT® Outlook®

Covers Microsoft Outlook versions 2010 & 2013

## The Untapped Power Tool



**MORNING SEMINAR.....**  
8:30 A.M. TO NOON

### Tips, Tricks and Secrets Unlocked

**Take control of your workday.**

Instant communication, flawless organization and time management skills are at the heart of today's modern business practices. Microsoft Outlook is the definitive email, scheduling and contact management tool in business today. If you are in a professional environment, most likely you are using Outlook as the cornerstone of your communication efforts. Whether you are new to this program, or have experience using Outlook, this half-day seminar will quickly give you an edge to navigate your communications efficiently and effectively. Even if you use this program every day, without proper training, you may not be using Outlook to its full potential.

**Unlock the secrets of Microsoft Outlook to make this robust program work for you.**

**AFTERNOON SEMINAR.....**  
1:30 P.M. TO 5:00 P.M.

### Beyond Email and Calendar

**How to organize, customize and get the most out of Outlook.**

Microsoft Outlook *Beyond Email and Calendar* is the afternoon session that will give you the next step to taking this important communications program from something you use every day, to the personal organization and management hub it has the potential to be. This half-day, hands-off seminar covers the more advanced features of Microsoft Outlook; topics may include task and project management, productivity tools, mail merge and other program integration.

**Go Beyond Email and Calendar and uncover Microsoft Outlook's versatility.**

CHOOSE MORNING OR AFTERNOON SEMINARS, OR  
**Attend BOTH half-day seminars and SAVE**

**BEST DEAL!**  
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on the second seminar!

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- Enroll Today
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# Outlook: Tips, Tricks and Secrets Unlocked

## MORNING SEMINAR

### TAKE CONTROL OF YOUR WORKDAY.

*Outlook integrates email communication, to-do lists and tasks, resource tracking, storage and meeting management into one amazing multi-faceted software program.*

Sticky notes, meeting reminders, lists of daily tasks, or any other manual system you might be using now could be made more efficient, effective and helpful with the use of this powerful productivity program. If you need to organize, track, store and share different types of information to manage work and personal schedules, then this training is for you.

Participants will come away from this workshop with a greater understanding of Microsoft Outlook and its versatility as a desktop information manager. Enjoy a new appreciation for a system that enables and encourages efficiency, productivity and control.

#### **In a half day of Outlook Training, we'll cover:**

- Maximizing internal and external email communications
- Building and maintaining your contact information center
- Navigating Outlook and learning how to manage your schedule down to the minute
- Prioritizing your "to do's" and assigning tasks to others
- Experiencing improved efficiency and increased productivity
- Saving, organizing and sharing vital communications with ease
- Reading, managing and creating new messages, setting up signatures, and activating the Out of Office Assistant
- Creating new appointments, contacts, contact groups and distribution lists

**Learn Outlook secrets that will help you manage your busy schedule efficiently and effectively.**

#### **Vintage organizational tools before Microsoft Outlook:**

- Spiral notebooks with to do lists
- A planner
- Large desk calendar with appointments
- The inbox on your desk, always full
- An address book
- Business card holder
- Folders with lots of paper
- Sticky notes for reminders
- Strings tied on your finger to remember
- Date stamp

Microsoft Outlook has taken these tools to the next level. If you once used them, or still do, take this course to learn how to use this program to its fullest organizational potential.

# Course Content

## Morning Seminar: 8:30 a.m. - Noon

### Manage the Outlook® Environment

- Customize your Outlook settings and views to tailor the workspace that works for you
- Set up additional mailboxes
- Create signatures easily, and learn multiple ways to sign your email from professional to personal use
- Learn to customize your AutoReply messages to communicate as much, or as little, information as you would like people to know
- Store and share information with attachments, saved messages and printed tasks or contacts
- Find the messages, folders, tasks, contacts and your calendar you need to by learning how to search
- Categorize incoming messages to get organized efficiently and effectively
- Discover the power of the right click

### Manage Messages

- Learn exciting organizational tips to help you become more organized with Outlook
- Manipulate your messages – create, reply or forward, save, sort, store – and so much more
- Format text to send a clear, concise message to your audience
- Use Quicksteps to save time and increase productivity
- Organize and sort your messages and folders to make your inbox even more manageable
- Sort messages, Folders and folder navigation, clean up, flag and ignore messages

### Manage Schedules, Contacts and Groups

- Demystify calendar setup – customize viewing details, work times and calendar sharing
- Learn what you need to successfully schedule meetings and resources
- Create and update contacts, notes, and tasks
- Alter contact groups for convenience – all of your contacts in one place and organized based on your needs

**Q:** Is this course for beginners?

**A:** This course is for anyone who is new to Outlook or new to the 2013 environment. It will also benefit current users eager to get a stronger base in Outlook's capabilities and looking for an organizational resource to better manage their time.

**Q:** What versions of Outlook does this course cover?

**A:** Both the morning and the afternoon sessions will cover Microsoft Outlook versions 2010 and 2013.

**Q:** Will I spend the day in front of a computer?

**A:** No! You can learn more in less time with our dynamic hands-off teaching approach. You'll be able to concentrate and learn without being slowed down by keyboarding or waiting for the group to catch up. (And, doesn't a day away from the computer screen sound great?) Your workbook provides the information you need to try everything you've learned later, at your own speed.



# Outlook®: **Beyond Email and Calendar**

AFTERNOON  
SEMINAR

## HOW TO ORGANIZE, CUSTOMIZE AND GET THE MOST OUT OF OUTLOOK.

*Microsoft® Outlook® gives us the ability to streamline and organize our busy lives with a collection of key productivity tools.*

Sometimes, communications can be daunting. It seems the more we are connected, the more complicated it can become. It can even feel that there is more to keep track of as your business and personal communications needs grow. We have meetings, luncheons, appointments at work and things to take care of at home. The more we do, the more we need organizational assistance to help us balance it all. While Microsoft Outlook is not the answer to a balanced life, it certainly is the answer to organizing the chaos that comes with a busy schedule.

### In a half day of Outlook training, we'll cover:

- Uncover more in-depth and advanced features of Outlook
- Learn to take messages to the next level
- Master your calendar and contacts
- Prioritize your “to do’s” and assign tasks to others, quickly and easily
- Manage multiple calendars to overlay schedules and better examine your availability
- Take advantage of reminders and meeting notes
- Make your contacts work for you by managing multiple address books
- Discover tips on how to maximize Outlook’s ability to work with other Microsoft programs such as Word and OneNote®

**Take Outlook to the next level with this advanced course!**

### **10 million satisfied customers can't be wrong.**

Fred Pryor Seminars, founded in 1970, is the oldest one-day seminar company in the United States. Through the years, we've provided useful topics in an interesting and informative format for working people in all walks of life. We take great care to make our programs top-notch for you and to put you on the path to success.

### **GUARANTEED RESULTS**

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the tips and techniques you need to successfully use Excel. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free.*

# Course Content

Afternoon Seminar: 1:30 p.m. - 5:00 p.m.

## Alter Outlook® to Work for You

- Manage multiple accounts
- Customize the navigation pane
- Create and utilize quick steps
- Use advanced find and search options
- Fine tune the AutoComplete list

## Take Messages to the Next Level

- Redirect message replies and alter options for privacy
- Delegate and limit access to others you choose
- Set email message priority and request receipts
- Get organized with junk email settings, customized rules and message thread cleanup

## Master Calendars and Contacts

- Overlay calendars to find schedule gaps and better examine your group's availability
- Schedule resources, set item times and convert messages into calendar items
- Take advantage of reminders and meeting notes
- Manage multiple address books to make the most out of your collected contact information
- Use and create email forms – imagine the time you can save with form letters right at your fingertips!
- Learn tips on how to maximize Outlook's ability to talk to other Microsoft programs like OneNote® and Word

## WOULDN'T YOU LIKE TO:

- Be more organized?
- Meet your deadlines?
- Delegate more?
- Share information easily?
- Organize your contacts?
- Use your tasks?
- Work flawlessly between Microsoft® programs?
- Feel less stress from the many demands of a busy life?
- Enjoy communications more?

Then Microsoft Outlook *Beyond Email and Calendar* is for you!

## DO THESE SITUATIONS SOUND FAMILIAR?

- You arrive at work to find that your most trusted and productive “right-hand” worker isn't there – but where is she?
- You push on working without her, when someone steps in and asks, “We've started the meeting, are you coming?” And you think – “Where are we on this task she was working on?”
- Or worse yet, you think: “What meeting?”
- Your inbox overflows with memos, reports, publications and more — and all of it needs your immediate attention – but you don't know where to start or how to get through it all.
- You are trying to get something done, but the email pop-up keeps luring you to check your messages.
- You were supposed to take the dog to the vet today – how could you forget?

**If this sounds like things that happen in your day, you need this seminar to help Outlook work for you and manage your busy schedule!**

Enroll Today! ● [www.pryor.com](http://www.pryor.com)



# Registration Information

## On-Site Training Solutions

### Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

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### Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation, visit us online at [pryor.com/onsite](http://pryor.com/onsite) or call us at **1-800-944-8503**

**Enroll Today!** Attend both *Tips, Tricks and Secrets Unlocked* and *Beyond Email and Calendar* (2 half-day seminars).

Attend *Tips, Tricks and Secrets Unlocked* (half-day morning seminar).

Attend *Beyond Email and Calendar* (half-day afternoon seminar).

Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete.

**Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

## CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

### Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

## TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 5 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

## TAX DEDUCTION

If the purpose of attending a Fred Pryor seminar is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

## CONTINUING EDUCATION CREDIT

Fred Pryor Seminars offers Continuing Education Credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. **Questions and concerns should be directed to your professional licensing board or agency.**



Fred Pryor Seminars is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE

Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org). These courses qualify for 3 CPE credits each. To obtain a certificate documenting your CPE credits, please visit <http://www.pryor.com/certificate>. Certificates will be available 10 days after your event has ended.

## Computerless training saves time!

Our hands-off teaching methods ensure you won't waste valuable time entering data, correcting mistakes and waiting for other seminar attendees to catch up. We'll cover as much material as possible together and let you practice on your own back at work.

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MORNING SEMINAR: 8:30 A.M. **Tips, Tricks and Secrets Unlocked**

AFTERNOON SEMINAR: 1:30 P.M. **Beyond Email and Calendar**

- Online pryor.com
- Call 1-800-556-2998
- Fax to 913-967-8849
- Mail your registration form!

**1**  **YES!** Please register me for the Outlook seminar(s) indicated in Section 4.

Attend **BOTH** half-day seminars and **SAVE over 55%** on the second seminar!

Attend both **Outlook Tips, Tricks and Secrets Unlocked** and **Outlook Beyond Email and Calendar** (2 days).

Attend **Outlook Tips, Tricks and Secrets Unlocked** (half-day morning seminar).

Attend **Outlook Beyond Email and Calendar** (half-day afternoon seminar).

**2** **IMPORTANT!** Please fill in VIP number as it appears on the address label.

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if available

**3** ORGANIZATION INFORMATION

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Approving Mgr's Name:  Mr.  Ms. \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_  Business  Home

**Quick Confirmation** Please  email or  fax my confirmation to me within 48 hours.

**4** NAMES OF ATTENDEES (Please list additional names on a separate sheet.)

#1 Attendee's Name

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Job Title \_\_\_\_\_ Email Address \_\_\_\_\_  Business  Home

*Outlook Tips, Tricks and Secrets Unlocked* *Outlook Beyond Email and Calendar*

Event # \_\_\_\_\_ Event # \_\_\_\_\_

#2 Attendee's Name

Mr. \_\_\_\_\_

Ms. \_\_\_\_\_

Job Title \_\_\_\_\_ Email Address \_\_\_\_\_  Business  Home

*Outlook Tips, Tricks and Secrets Unlocked* *Outlook Beyond Email and Calendar*

Event # \_\_\_\_\_ Event # \_\_\_\_\_

**5** METHOD OF PAYMENT (Payment is due before the program.)

Please make checks payable to Fred Pryor Seminars and return form to:  
P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6%) and West Virginia (6%).

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Become a confident, capable Microsoft Outlook user with our proven computerless training method!

2 half-day seminars

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