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## Microsoft® Outlook®

Microsoft Outlook is designed to operate as an independent personal information manager, as an Internet mail client, or in conjunction with the Microsoft Exchange Server for group scheduling, email, and task management. It manages email, calendars, contacts, tasks, to-do lists, and documents or files on the hard drive. Outlook helps you communicate through email, phone support, and group scheduling capabilities. Outlook also helps you share information by means of public folders, forms, and Internet connectivity. Outlook juggles scheduling, groupware, personal information (contacts, tasks), email, and documents all in one place, and allows you to create and view information using a consistent interface.

**The modules for Outlook are as follows:**

- [Module 1 – Conquer Your E-mail](#)
- [Module 2 – E-mail Management and People Contacts](#)
- [Module 3 – Calendars, Tasks and Notes](#)

### To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

**Email:** Ken Keller at [kkeller@c-kg.com](mailto:kkeller@c-kg.com) or Dean Carroll at [dcarrroll@c-kg.com](mailto:dcarrroll@c-kg.com) or

**Phone:** (630) 495-0505 or (800) 869-7497.

[To see a complete list of our current computer training options click here.](#)

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## Module 1 – Conquer Your E-mail

### Message Display and E-mail Settings:

- Learn how to navigate the list of e-mails contained in the inbox message folder and other areas.
- Re-arrange the columns to personalize how you see your e-mails.
- Manually and automatically adjust the column widths to better display their contents.
- Change the formatting properties for your e-mail listing.
- Insert additional e-mail fields as well as delete unneeded ones.
- Sort and optionally group messages by one or more fields.
- Filter messages by one or more fields.
- Learn how to change program settings related to the receiving and sending of e-mail messages including message composition tools, outlook's panes, Message arrival indicators, conversation cleanup, replies and forwards, message saving, sending features, tracking tools and messaging format.

### Automatic (Out of Office) Replies:

- Set up this tool to send automatic replies from Outlook whenever you want to let people who send you e-mail to know that you won't be responding to their messages right away.
- Create multiple replies for senders within and outside your organization.
- Create rules that base the type of automatic reply on certain text contained in the address, subject and message body areas of the sender's e-mail.
- Setting a date range for automatic replied to be effective.
- Disabling and deleting automatic replies.

### Activate Social Connector:

- Understand that the social connector feature allows you to stay up-to-date on the status and activities of contacts within Outlook (e-mails, meetings, tasks, etc.) in your organization and on social networking sites.

### Receiving and Reading E-mails:

- Display the navigation bar to access the e-mail area of the program.
- Customize the bar to make it easier to access your e-mail and other Outlook programs including calendar, contacts (people), tasks, notes and more.
- Display the folder pane to see the e-mail related folders that house the various types of e-mail messages.
- Learn why messages that normally arrive in the inbox folder, sometimes end up hiding in other locations.
- Learn why the message sender can sometimes know if their message to you was actually received.
- Learn the ways to read e-mail messages including via the message preview, the reading pane and double-click second window technique.
- Learn how to adjust the message preview tool to display to display up to 4-lines of each unread e-mail without opening the e-mail.
- Change the settings for the reading pane feature to make it more effective and useful.
- Learn how to download e-mail message headers to reveal hidden sender information including who really sent the message, software used to compose the message and the servers the message passed through to reach your inbox.
- Learn how to make sure the sender cannot track when you read the e-mail they sent to you.

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**Responding to, Forwarding and Managing Messages:**

- Learn a keyboard technique to quickly open, read, enter a reply message, send and finally close the e-mail message.
- Learn when it's best to use the reply versus reply to all.
- Learn how to reply to a message and schedule a meeting at the same time.
- Learn how to use the quick step tool to quickly reply to the message and then delete it in a single click.
- Learn how to forward a message to a recipient other than the sender.
- Forward an e-mail message as an attachment to another recipient.
- Learn to quickly forward a message to a manager using the quick step tool.
- Learn the options for read messages.
- Learn how to make a message look as if were never opened.
- Move messages from the inbox and to an alternate folder.
- Delete messages resulting in them being moved to the deleted items folder.
- Permanently deleting messages from the deleted items folder.
- Recovering permanently deleted messages using the recover deleted items tool.

**Saving Attachments:**

- Downloading file attachments to your computer's filing system.
- Downloading Outlook item attachments into Outlook's folder area.
- Use the forwarding tool to edit an attached file within the e-mail message and then send it back to the sender, updated.

**E-mail Composition and Message Templates:**

- Learn the many ways to create or compose a new e-mail message.
- Understand the differences between inserting recipients in the TO, CC and BCC addressing areas, and the potential pitfalls if placed in the wrong addressing slot.
- Understand the importance of inserting the right subject text to help insure your e-mail being noticed and not ignored and discarded.
- Learn the best way to write and communicate your message effectively.
- Learn editing tools to insert and delete text.
- Learn how to copy and move text around the message body.
- Learn how to use the quick parts feature to insert chunks of saved text into your message.
- Learn how to save your message as a draft so that you can finish that e-mail message at a later time without the risk of sending it prematurely.
- Create and insert one of many pre-made signatures using the signature insert tool.
- Set a particular pre-set signature to be automatically inserted at the bottom of a message.
- Learn how to send messages based on message templates.
- Learn how to create templates that are run within the program and outside.
- Create new e-mail messages using a template.
- Use the signature feature as an alternative to templates.
- Apply a signature to a message to insert any amount of text resembling what you would have gotten with a template.

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**E-mail Options:**

- Understand the tracking tools called “Request a delivery receipt” and “Request a read receipt”, how they work and how to initiate them in your e-mail message.
- Learn how to turn your e-mail message into a voting ballot.
- Learn how set up customized voting buttons.
- Understand how to track the ballot and how to automatically tally the votes.
- Learn how to delay delivery of an e-mail message for some future dates and time.
- Learn how to use the “Direct Replies To” feature to direct replies to other people.
- Learn how to set the level of importance and sensitivity for recipients to see and take appropriate action.
- Set an e-mail expiration that provides the flexibility to specify an expiration date for each e-mail sent; so, when the recipient opens an expired e-mail, they will be notified the e-mail is no longer valid.

**Attaching Files and Items:**

- Learn what can be attached and what can't be attached to an e-mail.
- Learn how to attach files to a message.
- Attach Outlook items as attachments including e-mails, contacts, meetings, appointments, tasks and notes.
- Learn how to edit an attachment's content once it is attached to the message.
- Remove attachments.

**References:**

- Place information in a document that automatically updates including fields and objects.
- Creating and using bookmarks.
- Insert hyperlinks to web sites, documents, and bookmarks.

**Sending a Message:**

- Sending a message using the send button as well as by using the keyboard shortcut.
- Optionally save a copy of the sent message in a specific folder.
- Learn how to delay the delivery of the message so that the recipient(s) will not receive the message until the date and time you specify.
- Add tracking tools to the message that alert you when the message arrives at your recipient and when that message was read.
- Set so that replies to an e-mail are directed to a different recipient using the direct replies to feature.
- Learn how to recall a sent message.
- Learn how to re-send a past sent message.

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**Formatting Text, Lines and Paragraphs:**

- Change the font, size and color of selected text.
- Remove all formatting from selected text.
- Add styles like bold, italic and underline along with strikethrough, superscript and subscript.
- Transform your text into an artsy format along with highlighting with the colors you've grown up with.
- Change the case of selected text to including caps, title case and more.
- Proportionally increase or decrease by a certain percentage the font size of selected text.
- Use the font dialogue box to apply "small caps" and "hidden" text effects.
- Alter the spacing between characters and other OpenType features.
- Add text effect to fill and outline text characters.
- Control how word hyphenation is applied by modifying the auto-hyphenation tools. Correctly align headings and paragraphs to the left, center or right of the page.
- Apply justification (left and right aligned) to selected paragraphs.
- Apply indentation to either side of the paragraph.
- Adjust spacing between the lines of a paragraph.
- Add extra spacing before and after each selected paragraph.
- Apply line breaks.
- Apply borders and shading to headings and paragraphs.

**Style Formatting and Stationery:**

- Learn how styles can quickly apply multiple formatting with a click of the mouse.
- Apply styles that are supplied with the program.
- Learn about paragraph, character and table styles.
- Create new styles from scratch or quickly create them based on an area with existing formatting.
- Replace a style with another.
- Learn the direct and indirect ways of modifying the properties and formatting of a style.
- Make styles available to be used in documents other than where it was originally created.
- Learn how to remove a style from a text area that it was applied.
- Learn how themes can establish a consistency of formatting across multiple documents.
- Apply themes supplied by the program and create new themes based on existing ones.
- Apply predefined and custom themes to documents.
- Learn how to change the background color of the entire message body for dazzling effects.

**Text Alignment with Tabs:**

- See how the document is set with multiple tab stops that are placed a half-inch apart.
- Learn how to change the default half-inch tabs stops to a different amount.
- Use the tab key to indent the first line of a paragraph to the first default tab stop.
- Create a multiple-columned layout for multiple rows of text using the tab key, that resemble tables and column settings.
- Learn how to move tabbed text to the next or previous tab stop.
- See how creating your own tab stops open a world of advanced possibilities.

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**Bullet Outlining:**

- Apply numeric and character bullets to lines and paragraphs using predefined or custom symbols and layouts.
- Change the spacing between the margin and the bullet, as well as the bullet and the paragraph.
- Skip the bullet symbol on a line, but maintain the text alignment.
- Create a multi-leveled bulleted list (multi-level list) where each level is further indented with a symbol or number with the tab key or mouse.
- Modify the multi-level list with new symbols and numbers.
- Completely remove outlining from a selected area.

**Tables Overview and Construction:**

- Learn the role that Word-Tables and Excel-Tables play in the orderly display of text and numeric information.
- Learn how to create Word-Tables using “table-grid”, “insert-table”, “draw-table” and “quick-tables” table tools.
- Learn how to convert regular text into table format and likewise convert a table into regular text layout.
- Create tables using already-made “quick tables” in a fraction of the time.
- Insert embedded Excel spreadsheets into your document that has the look and feel of a word table and the power of a spreadsheet.
- Add new rows and columns using the mouse and ribbon.
- Remove existing rows and columns with the mouse and ribbon.
- Adjust column widths and row heights using the mouse and ribbon.
- Change the size of the entire table, while maintaining its column and width proportions.
- Set document text to wrap around the table like text wrapping a picture.
- Set “table autofit” options such as “autofit window” to allow column widths to expand/contract as new text is entered, “fixed column width” to keep column widths fixed as text is added and “autofit contents” to expand or contract the table’s width to fit the page’s width.
- Apply “distribute columns” to distribute their total width evenly between all of them and “distribute rows” to distribute their total height evenly between all of them.

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**Table Structure and Formatting:**

- Learn how to effectively select single cells, entire rows and columns and the entire table.
- Split cells at any position using the split cells tool or the grid draw feature.
- Merge multiple cells using the merge cells tool or the grid eraser feature.
- Learn to split the table into two or more smaller tables using the “table split” and page break features.
- Mark one or more top rows as “header rows” so that when your table spans multiple pages, the header row will appear on every page.
- Add captions to tables.
- See the table’s gridlines as guidelines when the gridline’s border formatting has not been applied.
- Change the margins within each of the cells.
- Align text in up to 9-different positions.
- Set up left, center and right aligned tabs to accurately align text in columns.
- Set up decimal tabs to accurately align numbers in columns.
- Switch the direction of text in a cell to read vertically or vertically down.
- See how borders are used to enhance and color the table grid lines.
- Use the “border painter” to apply borders and border color to specific table grid areas.
- Apply “table styles” to format the whole table.
- Create new styles based on existing ones.
- Perform basic and more advanced sorting of tables.
- Use formulas to calculate values in the table’s rows and columns.
- Format the formulas and copy/paste them to other cells.

**Digital Pictures:**

- Working with Online Pictures.
- Insert watermarks into a document.
- Add your own watermarks to the watermark gallery.
- Apply transparency settings and create a watermark.
- Choose settings for printing background colors and images.
- Insert pictures into a document.
- Control text wrapping around pictures.
- Format pictures using the Picture Tools contextual tab.
- Utilize advanced formatting features for photographs in a Word document.
- Add shadows and reflections to pictures.
- Apply a glow, soft edges, and 3-D formatting or rotation to an object.
- Apply color saturation, tone, and recolor options to a picture.
- Change image brightness and contrast and soften or sharpen images.
- Compress and crop pictures.
- Remove the background of an image.
- Add and edit a picture captions.
- Inserting Online Video.
- Add available screenshots or screen clippings you create to documents.
- Set picture properties to allow nearby document text to surround the pictures in varying ways.

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### Draw Objects:

- Create a text box to type text outside the document's text area.
- Modify and format text boxes.
- Use drawing tools to add a variety of shapes.
- Add text to a shape and use the drawing canvas to control drawing elements.
- Change an existing shape and apply formatting styles and effects.
- Make and insert screen shots to your documents.
- Rearrange, resize, organize and format shapes.
- Applying special effects to graphics and enhance them with fills, themes, shadows, preset formats, textures, gradients, 3D effects and more.
- Use special paste options to paste a copied object as a picture or to create a link.
- Import external objects and text using the Text from File option.
- Convert bulleted text into SmartArt diagrams.
- Insert a variety of SmartArt diagram objects including lists, processes, cycles, hierarchy's, matrixes, pyramids and more.
- Adjust the layout of the shapes used in the SmartArt objects.
- Apply new layouts and formatting styles.
- Add additional object shapes using the pane.
- Set object properties to allow nearby document text to surround the objects in varying ways.

### Insert Graphs:

- Learn how graphics are used to make information easier to visualize.
- See how underlying patterns found in all graphics can be used to more impactfully communicate what your raw data conveys.
- Learn to create eye-catching graphics that show trends and cycles, easily and quickly.
- Create charts from column, bar, line, area, scatter, surface and radar to donut, waterfall, box & whisker, sunburst, Treemap and histogram.
- Create combo charts that include multiple types.
- Analyze further with varieties of trendlines and forecasting.
- Fine-tune chart color and style, resize, titles, gridlines, labels and legends.
- Modify axes and add additional axes.
- Duplicate and move within the document and between files.
- Link and dynamically link graphs to other program files.
- Set graph properties to allow nearby document text to surround the graphs in varying ways.

### E-mail Mail Merge:

- Learn how to create personalized mass e-mails from contacts in your address books.
- Learn to create one message that will expand into as many e-mails as you have contacts in minutes.
- Save time sending individual e-mails, one at a time, to a group of contacts.
- See how easy it is to merge any number of contacts into an e-mail form letter template to create "that many" messages with just one recipient per e-mail.
- Learn how to personalize the body of the message for each recipient in no time.



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## Module 2 –E-mail Management and People Contacts

### Manage Message Views:

- Learn how Outlook displays messages using layouts or views.
- Explore the preset views that come with the program that you can apply.
- Learn how you can create new customized views using the view settings tool.
- Create custom views that can dramatically change the way you view your messages including by timeline, calendar and more.
- Apply conditional formatting rules to make your messages that meet defined conditions stand out in the message list by using color, fonts, and styles.
- Specify conditions that an incoming message should meet, such as a sender's name or email address, and then conditional formatting is applied only to those messages.

### Arranging Messages:

- Learn how to sort your messages in ascending or descending order by any column (field).
- See how to use the grouping tool to sort by multiple columns.
- Learn how to collapse group details to reduce scrolling through your messages.
- Use the arrangement tool to quickly sort by popular fields.
- Learn how to remove the grouping feature while maintaining the original sort, i.e.
- sort by received but not display the group headings "Today", "Yesterday", etc.
- Learn how to re-arrange the column order of fields, remove fields as well as add additional ones.

### Message Conversations:

- Learn how to group together all e-mail messages based on the original subject line text.
- Understand that these groups of messages are called conversations.
- Learn how to turn the conversation grouping setting on for a particular folder or for all mailboxes.
- Learn how to use this tool to better organize your e-mails and to follow the trail.
- Learn how to turn off the feature as easily as you turned it on.
- Learn about the ignore feature that deletes the most recent e-mail of a conversation that you've selected, that goes further to delete all future messages of that conversation.
- Learn how to stop ignoring that conversation at some future point.
- Learn how the clean-up tool can reduce the number of messages in your inbox by removing all redundant messages or messages of a particular conversation, thus keeping the most recent.

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### **Manage Message Folders:**

- Understand the importance of managing your e-mail messages with folders.
- Learn how to create a hierarchy of folders to organize your e-mail messages in.
- Move e-mail messages to different folders using a combination of mouse and keyboard techniques.
- Use the move tool to quickly move messages to listed folders.
- Learn how to sort all your folders A to Z.
- Learn how to use the quick steps tool to create buttons, that when selected, quickly move messages to predefined folders.
- Learn how to make some of your folders more easily accessible by setting them for favorite folder status.
- Share a message folder with others in your organization and set a permission level.
- Viewing a folder that another user has shared with you.

### **Message Rules:**

- Learn how rules can reduce manual and repetitive actions to manage both incoming and outgoing e-mail messages.
- Understand what triggers a rule to run as well as the actions the rules can take.
- Learn the differences between server-based rules versus client-only rules.
- Learn how to create 2-types of rules that organize incoming or outgoing messages, as well as trigger some sort of notification or setting to be applied to the e-mail message.
- Create rules that contain any number of both organizing and/or notification characteristics to them.
- Create new rules using rule templates that promote both staying organized and up to date.
- Learn how to modify rules, turn them on and off temporarily as well as delete them.
- Learn the importance of having rules in certain order for best results.
- Learn how to import rules from other users as well as export your rules to other comrades.

### **Message Flags and Reminders:**

- Learn how flagging messages can help you better manage your e-mail messages by giving you a visual cue that you want to return to that message later.
- See how setting a flag not only places a red-colored flag beside the e-mail message to see but also creates a to-do task from that message.
- Apply flags to create tasks with due dates including today, tomorrow, this week, next week, a custom date or no date at all.
- See how these tasks appear on the mini-task bar pane, task list and even the calendar.
- Learn how to mark flagged e-mails a complete and display a completed summary screen.
- Learn how to add reminders on messages that will pop-up on your screen when scheduled.

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### **Categorize Messages:**

- Learn to become more organized by assigning color categories to your e-mail messages.
- Use categories to add visibility to your messages so you can sort and find what you need.
- Learn how to assign a colored category marker to a message.
- Learn how to create new categories under any color.
- See how to customize the categories with a name and new color if so desired.
- Learn how to assign categories to listed e-mails as well as open ones.
- Learn how to remove categories on messages.

### **Message Archiving:**

- Learn how message archiving can move older e-mail that has made your inbox a mess and at the same time speed up the system.
- Learn about the 2-archiving systems called One-Click Archive and AutoArchive.
- Learn how to set each of these archiving systems, one residing on-line and the other on your computer or network.
- Learn how easy it will be to find e-mail that is archived as easily as messages not archived.

### **Filtering Messages:**

- Use the filter e-mail tool to display only those messages from your listing that possess a certain general attribute including the message being unread, with attachments, with category, flagged, important and more.
- Filter based on any field in Outlook.

### **Searching Messages:**

- Learn how to select a message, then find all other messages from that same sender.
- Learn how instant search helps you quickly find messages (items too).
- Learn how to find a message in your current folder.
- See how to expand the search to all folders as well as the entire outlook system.
- Learn how to narrow the search down to those messages (items) by specifying limits like date received range, has attachments, has a flag and more.
- Learn how to find and list all messages from a particular sender or of a particular conversation, even messages that have been archived.
- Learn about the advanced find tool that will find any message regardless of how minute the search criteria are.

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### **Search Folders:**

- Understand how virtual folders called search folders provide a view to all e-mail items that match a specific search criteria, regardless of what folders the messages reside.
- Create search folders that contain unread mail, flagged mail and even important mail.
- Create folders that contain messages from and to specific people.
- Make folders that house messages of a certain category, with attachments or specific words anywhere in the message.
- Create search folders archived e-mail as well.
- Create custom search folders with search criteria that is almost limitless in what it can find.
- Learn how to modify and remove search folders.

### **View and Manage GAL's:**

- Find and display the contact listing of everyone in your organization called the global address list.
- Use the GAL to locate contact general contact information (like a Rolodex) on all individuals with e-mail accounts in your organization.
- Send e-mails directly from this list.
- Create contact groups (distribution lists) used in the sending of e-mails and meeting invites, where a single name represents any number of contacts.

### **View PAB's:**

- Find and display the contacts in the default personal address book.
- Create additional books to organize your contacts into groups like customers, prospects, vendors and colleagues.
- Navigate the contact listing using the mouse/keyboard.
- Apply preset views including people, business card, card, phone list and list, along with creating custom views.
- Sort and set color categories for each contact.
- Print a listing.
- Share your PAB with others in your organization and set a permission level.
- View someone's contact list that was shared with you.

### **Manage PAB Contacts:**

- Add new contacts from scratch and from e-mail sender and recipient e-mail addresses.
- Import contacts from outside data sources including Excel.
- Update and remove contacts.
- Move contacts from one address book to another.
- Set up a powerful CRM (customer relationships manager) system by taking advantage of the many fields of information that can be stored for each contact, including timestamped notes.
- Set a flagged follow-up and/or reminder on any contact.
- Print reports based on built-in reporting templates.
- Create contact groups (distribution lists) used in the sending of e-mails and meeting invites, where a single name represents any number of contacts.
- Share (link) personal address books with other Outlook users while hiding certain contacts from those whom you share with.
- Attach contacts to e-mail to share with others.

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## Module 3 – Calendars, Tasks and Notes

### Default Calendar Settings:

- Set your calendar to match your work hours by specifying start and finish times, first day of week and first week of year.
- Modify calendar options including meeting preferences and holidays.
- Set display options including color of calendar and week numbers.
- Label the time zone your calendar is representing and add an additional time zone for accurate scheduling comparisons.
- Add the display of your areas current weather in the calendar's header.
- Change the setting to automatically accept meeting requests.

### Personal Calendar Viewing:

- Change your personal calendar's color.
- View your calendars in daily, work week, weekly and monthly layouts.
- Dramatically change the layouts by applying pre-set views.
- And create custom views to really personalize the look.

### Scheduling Events:

- Learn that scheduled events that include just yourself are called appointments, and those that include other attendees, equipment and conference rooms are called meetings.
- Schedule events with durations lasting hours and even days.
- Apply importance tags from low to high.
- Color-categorize events to indicate or signal some level of importance or grouping.
- Set a reminder to later alert all attendees to the approaching event.
- Add formatted detailed information about the event in the body area as well as insert a multitude of objects including pictures, diagrams, charts, drawings, dividers, symbols and tables.
- Add links to websites and related files using the hyperlink tool and attach files and Outlook items using the attachment tools.
- For meeting, learn how to schedule attendees and check their calendars as to their availability.
- Convert your meeting into a Skype webinar meeting.
- Save the appointment and add it to the calendar... Save/Send the meeting to add to your calendar and eventually to the recipient's calendars as well.
- Use the mouse or ribbon command to reschedule events.
- Send notices out to meeting attendees to alert them to changes and give them a chance to opt out or reschedule.

### Free/Busy Block Scheduling:

- Use this event scheduling option to indicate your willingness to be scheduled to attend an organizer's meeting.
- See why you would use the "busy", "working elsewhere" or "out of office" settings to indicate your unavailability to an organizer or instead use the "free" or "tentative" settings to indicate your willingness to be scheduled.

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### **Recurring Scheduling:**

- Schedule a recurring event that repeats itself on a regular basis for a set number of occurrences or a range of time.
- Set the recurrence pattern to be daily, weekly, monthly or yearly, utilize the precise sub settings for the pattern you choose.
- Learn how to create irregular recurring events that entail not so predictable patterns.
- Reschedule recurring events for just one or remaining (future) dates as well delete one or remaining dates.

### **Responding to Meeting Requests:**

- Turn on or off the auto-accept meeting request feature.
- Understand the three responses to meeting requests; accept, decline and tentative.
- Watch how responding with “accept” will add the event to your calendar and set the free/busy indicator to busy.
- Watch how responding with “tentative” will add the event to your calendar and set the free/busy indicator to tentative.
- Watch how responding with “decline” opts you out of the event.
- Learn how to track and summarize the responses to the meetings you create.
- As an attendee, see who all the other attendees are.

### **Create New Calendars:**

- Create additional personal calendars that are completely independent of one another.
- Change the calendar’s color.
- Select which calendar is open and displayed.
- Display multiple calendars side-by-side.
- Overlay multiple calendars to find common open date and time slots.
- Use the schedule view to see all open calendars, side-by-side on a timeline.

### **Viewing User Calendars:**

- Open other user’s personal calendars to see limited busy/free schedules.
- Learn how to create calendar groups to better organize your many calendars.
- Change coloring for each calendar for visual purposes.
- Display and overlay like any other calendars.
- Hide or remove from view select calendars.

### **Sharing Calendars:**

- Learn how to share your calendar with other users.
- Set specific permission levels unique to each user including read only and full access.
- Learn how to open and view a calendar that a user has shared with you.
- Request a user to share their calendar with you.
- E-mail your calendar schedule for any date range, for those unable to view your calendar or who are not part of your system.
- Publish your calendar to a website.

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**Tasks To-Do's:**

- Learn how to create tasks that will replace what you might be listing on paper.
- Create tasks that are the responsibility of just you to complete.
- Set start dates and due dates.
- Add pop-up reminders alerting you to the due date closing in.
- Add formatted text descriptions and instructions.
- Save and view your tasks on the task pane or task screen.
- Create tasks that you can assign to groups of users.
- Insert recipient names into the task and send it.
- Learn how to accept or decline an assigned task.
- Learn how you can send a status report on the task that's been assigned to you.
- Create a task that you can assign directly to just one person and receive automated updates as to their progress on the task.

**Notes:**

- Create notes that are the equivalent to paper sticky notes, to jot down questions, ideas, reminders and pretty much anything else you would normally write down on paper.
- Change the default color, font and size of new and existing notes.
- Show or hide the time and date on notes.
- Change the view of your notes using several pre-sets as well as customize new ones.
- Categorize your notes with color and text.
- Forward your notes via e-mail.
- Print your notes on paper.
- Create additional notes folders to better organize them.