THE Carroll-Keller GROUP, LTD.

Your Total Training Resource

Integrating Microsoft® Outlook™ and OneNote™ Creating an *Effective* Information Management System Virtual Workshop

This workshop will help you:

- Capture ideas, meeting notes, and to-do items using OneNote
- Integrate communications, tasks, activities, planning using Microsoft Outlook
- Use OneNote and Outlook to send and share e-mails, notebook content
- Add tasks in Outlook from OneNote and power up tasks by integrating with OneNote
- Insert meetings from Outlook into OneNote
- Manage your time, tasks and activities more effectively

Explore how OneNote provides an effective way to create and collect your notes in an electronic notebook. Learn how to store a variety of content in an organized structure, access the content from anywhere, and share it with others. Navigate and customize the OneNote interface and environment. Add and format text, images, audio, links, and drawing objects to a notebook. Embed Excel spreadsheets and attach other files to a notebook. Categorize, organize, and search notebook content. Export notebook content and manage notebook history and backups.

Instant communication, flawless organization and time management skills are at the heart of today's modern business practices. Learn to make Microsoft® Outlook® your own personal organizational and management tool. With more to do and less time in which to do it, business professionals are always looking for ways to maximize their productivity and add hours back into their days. If you are working in the business world today, most likely you are using Outlook as a cornerstone of your communication efforts. This class is a fast-paced, hands-on program designed to give busy people ideas, skills, and processes to help them tackle the increased workload, meetings, projects, emails and action items.

As a global leader in productivity training, The Carroll-Keller Group first trains you in processes that dramatically increases productivity. Then you learn how to support those processes with OneNote and Outlook, powerful business tools that makes implementation of your learning fast, easy, and immediate. Receive practical hands-on skills instruction to help you absorb proven techniques. Capture ideas, meeting notes, and to-do items using OneNote; integrate communications, tasks, activities, planning using Microsoft Outlook to create your own Effective Information Management System.

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Registration Information

Time: This is a 7 hour workshop delivered in 2 sessions.

Pricing: The per person fee for 1-2 participants is $335.00; for 3 or more the fee is $295.00 per person.

Other Information:

- The session will be delivered on the GoToMeeting platform so all participants will work from their own workspace and use their own computer. GoToMeeting has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- *To register we will need the name of each participant and their email address.*
- Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the GoToMeeting training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 20 participants to allow for, and ensure, maximum interaction, participation and engagement.

To register or for additional information either email, phone or complete the online registration form.
Email/Phone: Ken Keller (kkeller@c-kg.com 847-331-9497) or Darryl Harris (darryl.ckg@gmail.com 630-730-4393) or Sue Malan (smalan@c-kg.com 630-495-0505)

Register online: Complete form by clicking here. If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

To see a complete list of our current workshops click here.

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.