



Microsoft Outlook



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🕒 1 day 📍 Live Online 💰 \$ 470

This course is designed to help professionals harness the full potential of Microsoft Outlook for efficient email management, scheduling, and communication. You'll explore best practices for organising inboxes, managing calendars, and automating repetitive tasks to boost your productivity and streamline workflows.

Through hands-on activities and real-world scenarios, you'll gain practical skills to use Outlook effectively in a professional environment.



Discover more at
swi.nu/42ysd

Course highlights

- efficient inbox organisation
- advanced calendar management
- email automation techniques
- team schedule collaboration
- contact and list management
- Outlook-Microsoft 365 integration.

Who should attend?

This course is ideal for professionals who use Microsoft Outlook daily and want to maximise its capabilities for improved time management and organisation.

Learning objectives

Through this course you'll develop the following skills and knowledge:

- time management through effective scheduling and prioritisation
- communication skills for clear and professional email correspondence
- collaboration by managing shared calendars and coordinating team schedules
- organisation through streamlined task and inbox management
- problem-solving by utilising Outlook tools to address workflow challenges
- adaptability in leveraging technology for improved productivity.

What you can expect

- a workbook to keep
- learning alongside professional peers, enhancing your network
- the immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.



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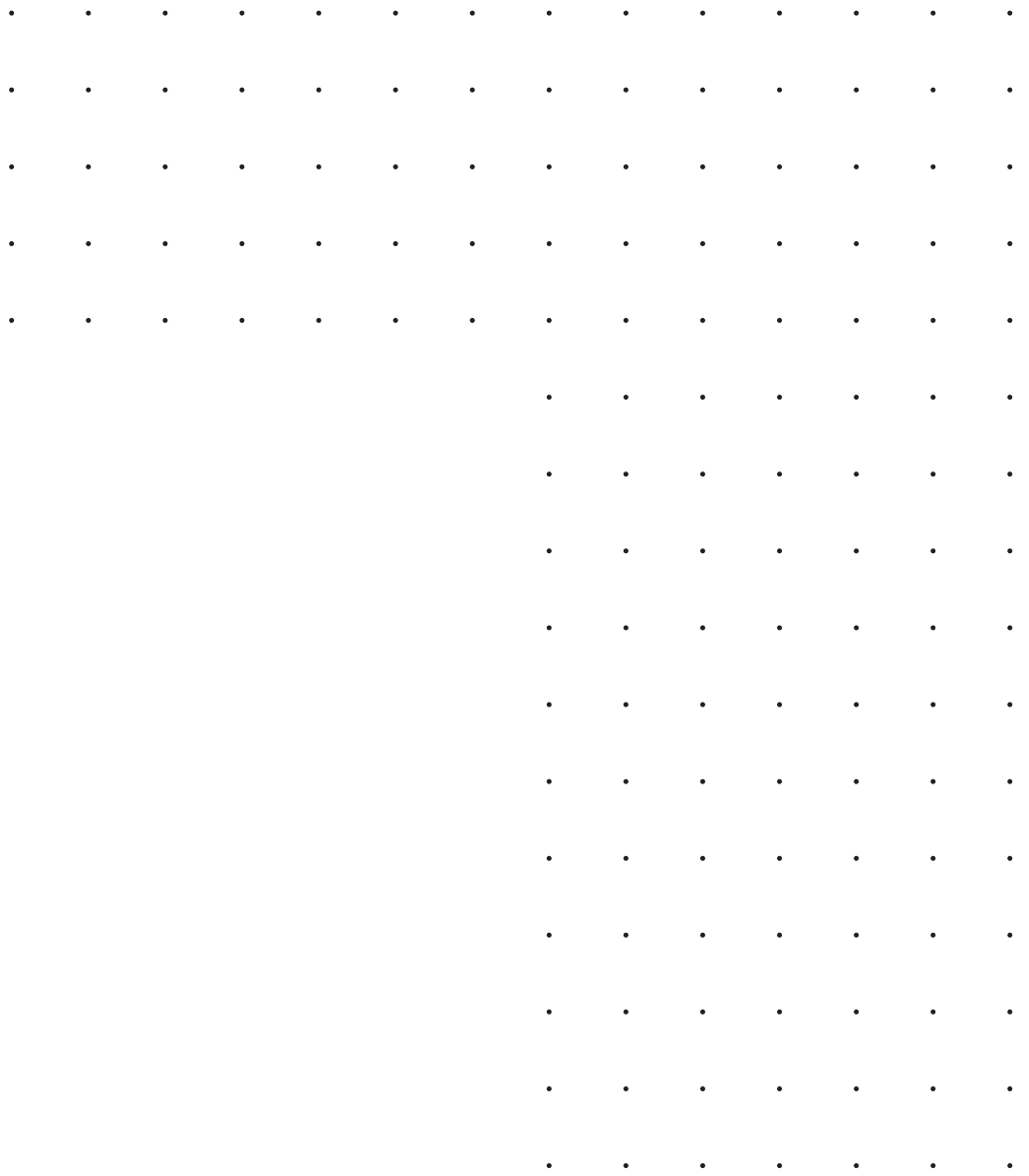
The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to upskill or formalise their skills for their next career stage.




Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with accelerated, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on [1800 633 560](tel:1800633560) or edge@swinburne.edu.au.





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