

Outlook & OneNote: Mastering Email, Organization, & Productivity 4 Hrs

This course introduces participants to Microsoft Outlook as a powerful hub for managing professional communications and schedules. Attendees will learn how to efficiently organize an inbox, coordinate meetings with the calendar, and leverage Outlook's productivity features to streamline daily workflow. Additionally, this class explores how Microsoft OneNote can be integrated with Outlook to become a digital notebook for capturing ideas, meeting notes, and collaborative content. Lastly, this course covers organizational strategies, integration with other Office tools, and tips for managing information overload in a fast-paced environment.

Course Topics Include:

1. Outlook Email Essentials:
 - a. Composing, replying, and forwarding
 - b. Using folders and categories
 - c. Rules and alerts for automation
 - d. Managing junk and clutter
2. Calendar and Scheduling:
 - a. Creating appointments and meetings
 - b. Sharing calendars
 - c. Using scheduling assistant
 - d. Setting reminders and recurring events
3. Task and Contact Management:
 - a. Creating and assigning tasks
 - b. Tracking task progress
 - c. Managing contacts and groups
 - d. Using flags and follow-ups
4. OneNote Organization:
 - a. Creating notebooks, sections, and pages
 - b. Inserting text, images, and files
 - c. Using tags and checklists
 - d. Linking notes to Outlook items
5. Productivity Tips:
 - a. Keyboard shortcuts
 - b. Integrating with Teams and To Do
 - c. Using search and filters
 - d. Syncing across devices

Upon completion of this course, participants will be able to:

- Manage email efficiently using folders, rules, and categories
- Schedule and coordinate meetings using Outlook's calendar and scheduling tools
- Track tasks and follow-ups using flags, reminders, and task lists
- Organize notes, ideas, and meeting content using OneNote notebooks
- Sync and access Outlook and OneNote across devices for productivity on the go
- Integrate Outlook and OneNote with Teams and To Do for streamlined workflows

Employee Training Institute instructor Benjamin Smith is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He specializes in technical development of electrical and mechanical systems, production troubleshooting, and data management of key performance indicators in quality and microelectronic assembly. Benjamin brings a wealth of experience in improving employees' abilities in Excel, Word, Outlook, PowerPoint, MS Project, and Electronic Testing. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

Course Cost: \$125.00

WHEN:

**Thursday
July 31, 2025
5:00 pm – 9:00 pm**

WHERE:

**College of the Canyons - Room TBA
26455 Rockwell Canyon Road
Santa Clarita**

**For more information or to register, please contact:
Jocey Hogan, ETI Program Coordinator at 661.362.5657 or jocey.hogan@canyons.edu**