

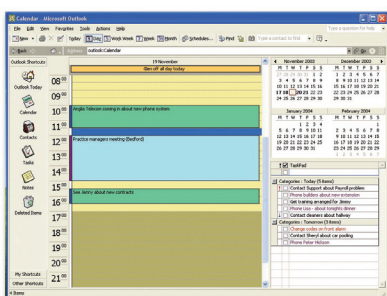
## Many businesses own and use Microsoft Outlook, but are you really getting the most out of all it has to offer?

### Getting the most out of Microsoft Outlook

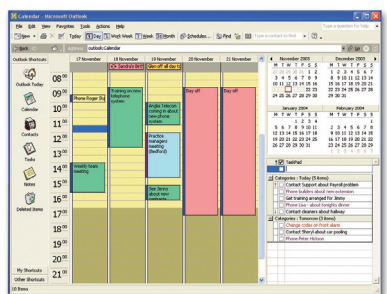
You probably already own Microsoft Outlook and possibly a Microsoft Exchange Server too, but are you putting it all to its best use? Outlook, combined with an Exchange server, is an incredibly sophisticated business tool yet surprisingly simple to operate and very effective in use.

To help you get the most out of your system, Conquest Wildman have put together a two session training service, that we can carry out within your organisation, which really will help you to ensure you are getting the most out of your investment in Microsoft Outlook and Microsoft Exchange.

Whilst still covering all the administrative functions, such as adding email accounts and configuring outlook on individual workstations, our service will focus more on the ways in which you could use the features of Outlook more effectively within your organisation. Not only will we teach you how to use the technology you have, we will also help you asses it's suitability and discuss the best ways in which to implement its use.



With MS Outlook and Exchange you can do more than just email; you can set up a company wide diary sytem, manage your daily tasks and store all your important contact details.



### Some of the basic topics covered are:

- Effective sharing of contact information such as addresses, email addresses and telephone numbers throughout your organisation.
- The sharing of calendars and diaries, both for individuals, and functions or resources such as rooms, and holiday planners.
- The effective use of email internally – use it to notify all your staff of important issues, weather they are actually in the building at the time or not.
- Start to make more effective use of email externally, reduce the frustration of making several calls back and forth before actually speaking to the person you need to communicate with. You may find you get a quicker response from some people by using email than you would on the telephone!
- Use Outlook to effectively manage your time – set your tasks in order of importance for the day, and then tick them off as you go along. If your priorities change, make sure nothing gets missed by simply dropping outstanding tasks into the next day, or week.
- Use the calendar for long term planning, possibly use Outlook to remind you about important meetings, the day before they occur, and allow other staff members, using their outlook, to see any public or work related appointments in your diary.

In addition to the effective sharing of information, storing it electronically allows everyone to be permanently up-to-date and the information is all securely backed up regularly.

Used effectively Microsoft Outlook can be an extremely powerful business tool, so if you are just using it to read your email contact us about our Outlook Training Service on the number below, or lodge a request through our website, [www.conquestwildman.co.uk](http://www.conquestwildman.co.uk), from the Contact Us section, for more information.