

Using and Outlook and Teams

Using Outlook Effectively

3.1. Overview of Outlook Features

- **Inbox Organization:**
 - Tips on filtering emails using categories, flags, and folders.
 - Using rules to automatically sort emails.
 - Importance of an organized inbox and archiving old emails.
- **Calendar Integration:**
 - How to schedule meetings, set reminders, and track appointments.
 - Setting up recurring meetings and managing invites.
- **Email Templates:**
 - Demonstrate how to create and use templates for routine responses.
- **Task Management:**
 - Using the "Tasks" feature to manage to-do lists directly from your inbox.
- **Search Functionality:**
 - Tips for finding important emails using the search bar, filters, and advanced search options.

3.2. Best Practices for Using Outlook

- **Keep Your Folders Organized:**
 - Creating a filing system for emails, projects, and clients.
- **Utilizing Signature Features:**
 - Creating and managing email signatures for consistency and professionalism.

3.3. Demonstration

Link: <https://www.youtube.com/watch?v=iWqyokscZRc>

Using Teams Folders Effectively

4.1. Overview of Teams Folders and Channels

- **Creating and Organizing Teams:**
 - Explain how to create a Team and the difference between Teams, Channels, and Private Chats.
- **Managing Files in Teams:**
 - Uploading and sharing documents in channels and chats.
 - Creating and organizing folders within a Team's Files tab for easy access.

4.2. Collaboration Features in Teams

- **Co-Authoring Documents:**
 - Real-time document editing in Word, Excel, and PowerPoint.
 - Tips for version control and managing document history.
- **Channel Organization:**
 - How to organize channels for specific projects or topics.
 - Using @mentions and tags to ensure proper attention to critical messages.

4.3. Best Practices for Team Communication and File Sharing

- **Etiquette for Team Chats:**
 - Be mindful of when to send messages vs emails. Avoid bombarding colleagues with constant pings.
- **File Naming Conventions:**
 - Establishing consistent file naming conventions for easy searching and organization.
- **Using Teams Folders to Streamline Workflow:**
 - Setting up folders for different stages of a project (e.g., "Planning", "In Progress", "Completed").

4.4. Demonstration

Link: <https://www.youtube.com/watch?v=z6IUiamE3-U>