

## **Microsoft Outlook Advanced Course**

### **Take Control of Your Workday with Elegant Training Center!**

Go beyond just sending emails—discover how Microsoft Outlook can help you organize your entire work life. This course is designed for professionals, office managers, team leaders, and anyone who wants to get more done with less stress. Learn advanced email, calendar, and task management with expert trainers.

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## **Upcoming Batches**

**Talk to Raj Sir for schedules and batch details**

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## **Join Our Microsoft Outlook Advanced Course in Dubai**

### **Master Your Inbox. Manage Your Time. Boost Your Productivity.**

Most people use just a fraction of Outlook’s capabilities. In this course, you’ll unlock powerful tools to organize your inbox, manage schedules, set reminders, automate repetitive tasks, and collaborate efficiently. Ideal for anyone in admin, HR, sales, management, or anyone handling high volumes of communication.

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## **Why Choose the Advanced Outlook Course?**

- ✓ Organize emails with folders, rules, categories, and flags
  - ✓ Master calendar management—meetings, appointments, and recurring events
  - ✓ Use tasks and reminders for effective time management
  - ✓ Automate repetitive actions with quick steps and rules
  - ✓ Search and filter emails quickly using advanced techniques
  - ✓ Manage contacts, groups, and mailing lists efficiently
  - ✓ Share calendars and delegate access for teamwork
  - ✓ Integrate Outlook with other Office apps (Word, Excel, Teams)
  - ✓ Set up out-of-office replies and email signatures
  - ✓ Protect sensitive information with security tools
  - ✓ Troubleshoot syncing and mailbox issues
  - ✓ Tips for reducing email overload and working smarter
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## **Who Should Join?**

- ✓ Admins, office managers, and executive assistants
- ✓ HR and recruitment professionals

- ✓ Sales and customer service staff
  - ✓ Team leaders and project coordinators
  - ✓ Anyone handling large volumes of emails and appointments
  - ✓ Professionals looking to improve productivity and organization
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## **Course Topics – Microsoft Outlook**

**Email Management:** Compose, send, receive, and reply to emails.

**Organizing Emails:** Use folders and categories to sort emails.

**Contacts:** Add and manage contact information.

**Calendar:** Schedule appointments and meetings.

**Tasks:** Create and manage to-do lists.

**Notes:** Write and organize notes for quick reference.

**Search Function:** Quickly find emails, contacts, and other items.

**Rules and Alerts:** Automate email organization and notifications.

**Email Signatures:** Create and insert personalized signatures.

**Out of Office Replies:** Set automatic responses when unavailable.

**Email Templates:** Use pre-written messages for common responses.

**Junk Email Settings:** Manage spam and unwanted messages.

**Delegating Access:** Allow others to manage your calendar or inbox.

**Integrating with Other Apps:** Connect Outlook with other Microsoft Office applications.

**Customizing the Interface:** Adjust settings to personalize your Outlook experience.


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## **Course Highlights**

- Hands-on, practical learning with live scenarios
- Real-world business examples: scheduling meetings, managing team calendars, email workflows
- Free templates and productivity checklists
- Flexible timings: weekdays, weekends, evenings, and online options
- Small batch sizes for individual support
- Completion certificate from Elegant Training Center (KHDA-attested available)

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## Duration

 **10 to 15 hours** (adjusted to batch and pace)

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## Career Benefits

- Office Manager / Admin
  - Executive Assistant
  - HR Coordinator
  - Project Coordinator
  - Sales or Customer Service Executive
  - Any professional who wants to stay organized and work smarter
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 **Contact us for next batch schedules and course fees.**

**Call/WhatsApp:** +971 54 749 5664

**Email:** [info@elegant-training.ae](mailto:info@elegant-training.ae)

**Get organized, get productive—master Outlook with Elegant Training Center!**

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## Choose Elegant Training for Advanced MS Outlook

**Email like a pro. Organize your work. Save time every day.**

### **REAL SKILLS FOR THE MODERN OFFICE**

Go beyond basics—learn to handle high email volumes, manage meetings, and keep your work on track.

### **STEP-BY-STEP, PRACTICAL TEACHING**

Lessons built around real office scenarios—like scheduling interviews, running meetings, and managing team tasks.

### **FLEXIBLE CLASS OPTIONS**

Weekdays, weekends, or evenings—online or in-person, with recorded sessions for revision.

### **EXPERT TRAINERS WITH BUSINESS EXPERIENCE**

Learn from trainers who use Outlook in fast-paced offices and share insider tips for managing time and communication.

## **HANDS-ON PRACTICE & MINI PROJECTS**

Work on practical tasks—organize an inbox, set up automated rules, schedule meetings, and create custom email templates.

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### **Advanced Outlook – FAQs**

**1. Who teaches this course?**

Trainers with years of experience in business communication and office management.

**2. Is this course for people who already use Outlook daily?**

Yes! It's for anyone who wants to use Outlook's full power and work more efficiently.

**3. What will I be able to do after the course?**

Organize your inbox, automate tasks, manage complex calendars, and collaborate easily with your team.

**4. Will I get personal support?**

Yes, small batch sizes mean individual attention and ongoing support for all questions.

**5. Can I get help after class?**

Absolutely—WhatsApp, call, or email your trainer for support and troubleshooting.

**6. Are examples based on real office work?**

Yes, all tasks reflect actual admin, HR, sales, and management scenarios.

**7. What kind of assignments are given?**

Projects like cleaning up an inbox, setting up team meetings, and building email templates.

**8. Will I learn shortcuts and pro tips?**

Definitely! Trainers share the best shortcuts, tricks, and time-saving hacks.

**9. Are classes online and in-person?**

Yes, choose the mode and timing that works for you.

**10. Do I get a certificate?**

Yes, plus KHDA-attested certificate (optional, extra charge).

**11. How does this help my job?**

Improves organization, saves time, and boosts your value for any office, admin, HR, or manager role.

**12. How do I register and what do I get?**

Contact us at +971 54 749 5664 or [info@elegant-training.ae](mailto:info@elegant-training.ae).

Receive class notes, productivity tools, trainer support, and a recognized certificate.

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**Ready to work smarter? Master Outlook with Elegant Training Center and take charge of your professional life!**