Outlook Tips & Tricks: Week 2

Calendar Sharing: Share your calendar with colleagues to coordinate schedules. You can set different levels of permissions (e.g. view-only, edit) for specific people. See Knowledge article "How to Share a Calendar in Outlook" (KA 14214)

Search Filters: Use advanced search filters to find specific emails quickly. For instance, you can search by sender, subject, date, or attachment type. Click the search bar and explore the options.

Set up Rules: Automate email management by creating rules to move, flag, or categorize emails based on criteria. See Knowledge Article "How do I Set-up Rules in Outlook?" (KA 14134)

Drop-In WebEx Training Sessions

September 13th, 20th, 25th
Join the below Webex Meeting anytime you are free between 9:00am-3:30pm

https://thunderbayhospitals.webex.com/thunderbayhospitals/j.php?MTID=m4453b0295f7ea4a872da9b78493e6ecd

Help.Desk@tbh.net