

WBT TIME & SELF MANAGEMENT 2016

PRODUCT INFORMATION



Elisabeth Wagner is a senior project manager at an international company. Because completing work on time is very important to her, she is currently intensely focused on the possibilities offered by Outlook to help her to use her time more efficiently. Searching for content in Outlook used to take a long time. In future, Elisabeth Wagner will categorize content in Outlook to make it easier to find. In addition, Elisabeth would like to automate repetitive tasks using rules and Quick Steps.

For example, these can be defined so that emails are automatically placed in a folder or assigned to a category. Elisabeth has also found that she frequently uses the same or similar texts in her emails. She would therefore like to save frequently used content as templates or Quick Parts. Naturally, Elisabeth shares her newly acquired knowledge with her team so that everyone can save up to 50% of their working time.

PARAMETERS

Version*	2.5
Duration**	3:25 h
Language	Version 2.5 German Version 2.0 English, Chinese, Brazilian (Hybrid), Japanese (Hybrid)
Release	13.10.2017

* For new features, see the version history in the feature list

** Learning duration measured by the currently highest product version

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