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MICROSOFT TEAMS & OUTLOOK PRODUCTIVITY HACKS

Start Date:	08/11/2026	**End Date:**	12/11/2026
Categories:	Digital Literacy	**Venues:**	Dubai
Formats:	In Person	**Instructors:**	

OVERVIEW

This course helps professionals maximize their productivity with Microsoft Teams and Outlook. Participants will learn time-saving tips, integration tricks, and communication best practices to streamline workflow and collaboration.

OBJECTIVES

By the end of this course, participants will be able to: – Navigate Teams and Outlook with speed and confidence. – Use integrated features to manage calendars, meetings, and tasks. – Automate routine communications and follow-ups. – Collaborate effectively using shared channels, chat, and files. – Customize settings and shortcuts for daily efficiency.

COURSE OUTLINE

1- Getting Organized with Teams & Outlook 2- Calendar Mastery, Scheduling, and Smart Inboxing 3- Teams Features: Chat, Channels, and Shared Workspaces 4- Automation and Task Integration 5- Time-Saving Tips, Shortcuts, and Hacks

TARGET AUDIENCE

All Supervisory Levels, Corporate professionals, team members, assistants, coordinators, and anyone seeking to improve workflow and communication with Microsoft tools.

METHODOLOGY

Hands-on tutorials, live simulations, time-management exercises, quick challenge sessions, and real-case tasks.

CONCLUSION

Participants will leave with a faster, smarter approach to digital collaboration using Teams and Outlook—saving hours each week.

DAILY AGENDA

Day 1: Mastering the Tools

Explore the layout and key functions of Microsoft Teams and Outlook.

Day 2: Work Smarter, Not Harder

Use calendars, quick parts, categories, and rules to take control of time.

Day 3: Collaborate Like a Pro

Enhance teamwork with file sharing, chat, and meetings in Teams.

Day 4: Streamline the Routine

Automate communication and simplify follow-up tasks.

Day 5: Productivity Power Tools

Apply hacks, templates, and personalization to boost efficiency.

For more information, please contact us:
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