

Efficiency With Mail, Calendar & Reminders

About this course

This course will give you a deeper look into using Mail more effectively, become more organised with Calendar and remember the things you need to do with Reminders. Learn how to organise your email with mailboxes, how to reduce the noise in your inbox and keeping your attention focused as well as tips on finding specific emails, fast.

Find out how to keep track of your busy schedules using calendar and how to create separate calendars for Home, Work and School. Learn how to invite people to your events, add meeting locations or virtual meeting links.

Discover how to manage your reminders with tags, easily create custom smart lists as well as tips on using Siri to quickly create reminders. Effectively use your location to remind you of specific tasks related to where you go.

Format and duration

2 hour session delivered virtually. This can also be arranged as a longer session with tailored content and also as a classroom training based on request.

Audience

If you are new to these Apple productivity Apps or have previous experience, this course will cover the basics as well as some of the more advanced tips and tricks to help you become more efficient.

Topics in Detail >>

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Topics in Detail

- Learn how to search in Mail to quickly find messages
- Create unique signatures for each of your mail accounts
- Automatically organise mail by using Smart Mailboxes
- Organise your life with calendars for work, school and family
- Allow others to join or manage your calendars
- Utilise location services to tell you when it's time to leave
- Create multiple custom lists in reminders
- Share reminders lists with others
- Use your location to remind you of important tasks