Priority®
A Better Way To Work

REPLACING EMAILS WITH POSTS
90 minutes Instructor-led, hands-on Webinar

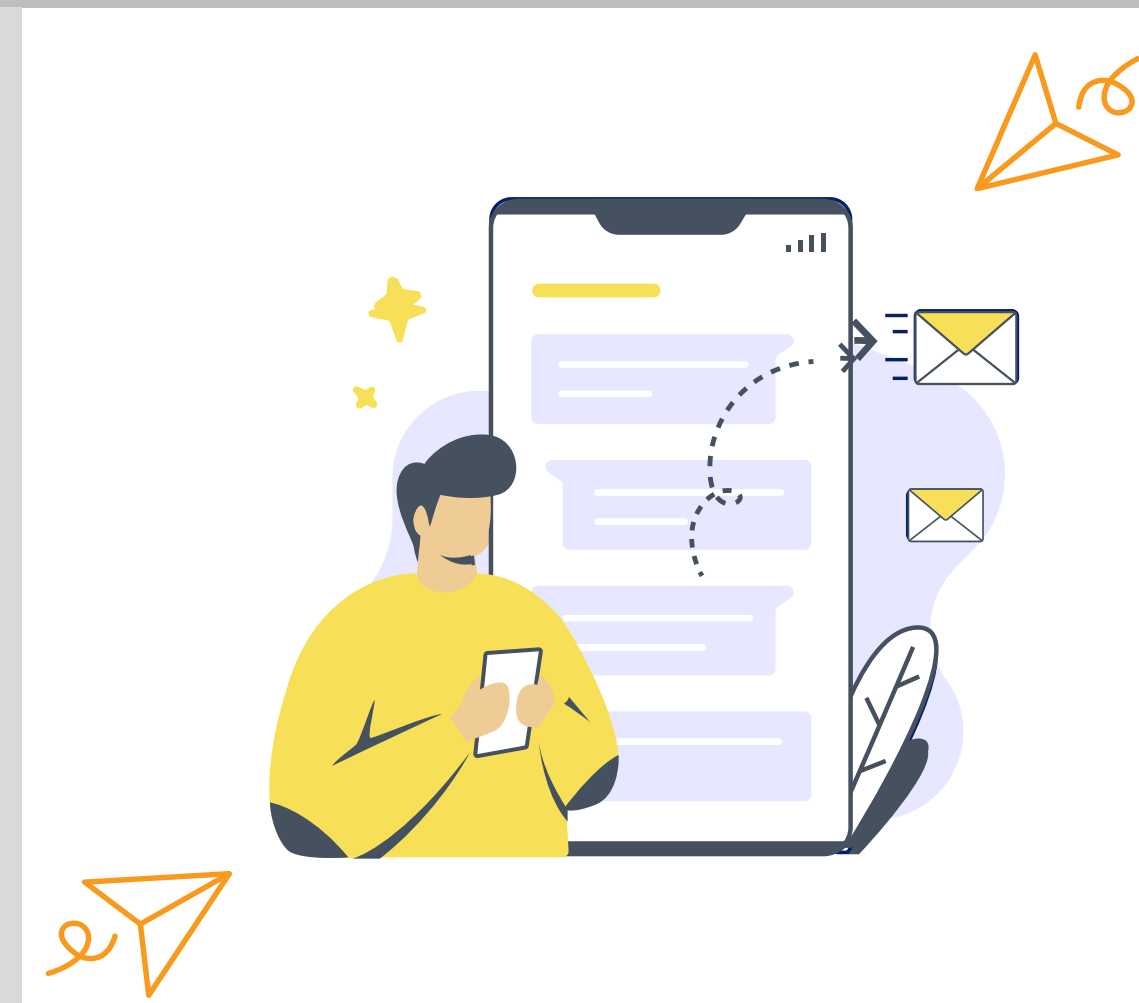## Stop internal emails with Microsoft TEAMS Posts & prioritise OUTLOOK Inboxes

YOU WILL LEARN

HOW TO SEND MESSAGES IN POSTS (1)

Creating & Formatting Posts + Linking to Files + Polls + Searching

OUTCOMES
See how Messaging in TEAMS is much quicker than email

(2) HOW TO FILTER INCOMING TEAMS MESSAGES & PRIORITISE STRUCTURES

Filtering incoming 'Activities' + Structuring TEAMS & Channels + Prioritising Notifications

OUTCOMES
See how to prioritise incoming Messages and how the TEAMS layout can be re-arranged

HOW TO PRIORITISE OUTLOOK INBOXES (3)

Grouping Inboxes with Categories + Changing Search Options

OUTCOMES
See how quickly incoming emails can be prioritised