

Course Summary

Course Duration

30 min

Audience

All IQ Users

Method of Training

WebEx/remote

Market

House, Senate

Customer Service

US Senate email:
helpdesk_iq@scc.senate.gov

General Support Email:
support@IQservicedesk.com
 Live Chat support available within IQ
 703-206-0188
 Monday –Friday
 7 AM to 7 PM (EST)
**Extended Hours vary by contract.*

Website

www.intranetquorum.com

Document Revision Date:

December 2021

Workshop Agenda:

Using IQ with MS Outlook Add-In

DESCRIPTION

Pre-Requisite: Users must have IQ as an *MS Outlook Add In* feature. Contact your office IQ Consultant for configuration.

In this workshop, users learn how to integrate MS Outlook data with IQ. Namely, users learn how to select MS Outlook emails, events, contacts and send them straight into IQ4 to streamline their processes

OPTIONAL

To enhance the learning experience of this virtual training, participants may follow the instructions provided in the presentation by logging into their IQ account using an additional workstation.

Since the training session is a LIVE demonstration, please keep in mind that technical issues unrelated to the course may need to be addressed outside the session by an Office IQ Consultant.

1 Agenda

What is the Outlook Add-in?

How to send Outlook emails straight to IQ

How to send Outlook emails to services/events

How to create contacts and events from Outlook

Utilizing the Drag and Drop Outlook add in

2 Wrap Up