

Training Topics



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ACT! Guides

- Viewing the Calendar
- Calendar Pop-ups
- Navigation Tips for the Calendar Views
- The Today Button
- Filtering the Calendar
- Adding an Outlook Meeting to Calendar
- Sharing Microsoft Outlook and ACT!
- Calendar vs. Task List
- The Task List**
- Filtering the Task List
- Printing Your Task List
- Display the Mini-calendar any time!
- Modifying Scheduled Activities
- Clearing Activities
- Recording History**
- Recording History to Multiple Contacts
- Taking Notes
- Viewing and Editing Notes
- History vs. Notes
- Deleting a Note or History
- Scheduling-General Tab
- Scheduling for Multiple Contacts
- Scheduling Availability Tab
- Responding to an ACT! Invitation
- Alarms**
- Responding to an Alarm
- Scheduling-Recurring Activities
- Advanced Options
- Attachments
- Public vs. Private Activities
- Scheduling Activities for Other Users**
- Displaying Other Users' Activities
- Adding "Scheduled For" to Task List
- Printing the Calendar
- Roll Over
- Events