

## Results of the Outlook IT fitness benchmark

This document contains the results of the IT fitness benchmark completed by readers of the Mesmo Consultancy E-briefing.

Thank you to all those who took time to complete the benchmark.

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For further information contact:

Dr Monica E. Seeley  
Mesmo Consultancy  
5 Rolls Drive  
Bournemouth  
BH6 4NA

Tel: +44 (0) 1202 434340

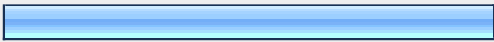
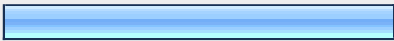

Email: [monica@mesmo.co.uk](mailto:monica@mesmo.co.uk)

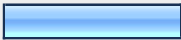

Web: [www.mesmo.co.uk](http://www.mesmo.co.uk)


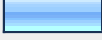
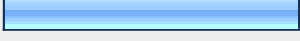
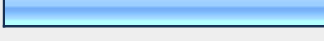

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# Outlook IT fitness benchmark

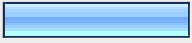
<b>1. How comfortable are you using the following top ten time saving features in Outlook? Click the answer which most closely applies for you.</b>				
	<b>Very comfortable</b>	<b>Just comfortable</b>	<b>Need help</b>	<b>Response Count</b>
1. Reading Pane to preview emails	<b>87.6% (99)</b>	9.7% (11)	2.7% (3)	113
2. Flags to highlight emails for follow-up action	<b>78.4% (87)</b>	18.0% (20)	3.6% (4)	111
3. Mark as unread to highlight emails for follow-up action	<b>88.2% (97)</b>	10.0% (11)	1.8% (2)	110
4. Sort by different columns to prioritise the inbox/folder	<b>74.3% (81)</b>	8.3% (9)	17.4% (19)	109
5. Set an Out of Office message	<b>92.7% (102)</b>	3.6% (4)	3.6% (4)	110
6. Mailbox clean up to help stay within mailbox limits	<b>62.4% (68)</b>	23.9% (26)	13.8% (15)	109
7. Colour to prioritise emails from key people	<b>49.1% (54)</b>	29.1% (32)	21.8% (24)	110
8. Create a task (or calendar entry) automatically from an email as a reminder	<b>45.9% (50)</b>	24.8% (27)	29.4% (32)	109
9. Insert a hyperlink to a file rather than attaching the whole file(s)	<b>51.4% (56)</b>	22.9% (25)	25.7% (28)	109
10. Rules to automatically manage incoming emails	<b>46.8% (51)</b>	31.2% (34)	22.0% (24)	109
	<b><i>answered question</i></b>			<b>113</b>
	<b><i>skipped question</i></b>			<b>0</b>

2. Your benchmarking			Response Percent	Response Count
Very comfortable to Just comfortable with all ten functions = Gold user			54.0%	34
Very comfortable to Just comfortable with functions 1 to 6 = Silver user			42.9%	27
Very comfortable to Just comfortable with functions 1 to 4 = Bronze user			3.2%	2
		<b>answered question</b>		<b>63</b>
		<b>skipped question</b>		<b>50</b>

3. Gender			Response Percent	Response Count
Male			19.4%	20
Female			80.6%	83
		<b>answered question</b>		<b>103</b>
		<b>skipped question</b>		<b>10</b>

4. Age			Response Percent	Response Count
under 25			2.9%	3
26 to 35			10.5%	11
36 to 46			32.4%	34
46 to 55			35.2%	37
over 55			19.0%	20
		<b>answered question</b>		<b>105</b>
		<b>skipped question</b>		<b>8</b>

## 5. Sector in which you work

		Response Percent	Response Count
Central Government		4.8%	5
Local Government		20.2%	21
Health		5.8%	6
Not for profit		20.2%	21
Private sector construction and engineering		8.7%	9
Private sector retail		1.0%	1
<b>Private sector services</b>		<b>21.2%</b>	<b>22</b>
Private sector other		18.3%	19
		<i>answered question</i>	<b>104</b>
		<i>skipped question</i>	<b>9</b>