



Microsoft Outlook– Level 2 & 3 / Advanced

Duration: 1 day

Course Description

Customize command sets, configure mail accounts, set options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, use search folders as well as share and delegate access to your workspaces.

Course Content

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Managing Your Mailbox

- Use the Junk Mail Filter to Manage Messages
- Manage Your Mailbox

Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Managing Contacts and Groups

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Managing Activities Using Tasks

- Assign and Manage Tasks

Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back up Outlook Items
- Change Data File Settings