

Course Outline | Outlook Advanced

1 day(s)

Overview

In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

This course is the second in a series of two Microsoft Outlook courses. It will provide you with the advanced skills you may need to fully and efficiently use Outlook to manage your communications and interactions with other people.

Prerequisites

To ensure your success, we recommend you first take the following course or possess equivalent knowledge of: Microsoft Outlook Introduction.

Course Outline

Contact Groups Signatures, Business Cards And Stationary

- Signatures
- Electronic Business Card
- Stationery
- Creating email with a headed paper appearance

Setting E-Mail Rules

- Server-Based Rules and Client-Only Rules
- Delivery Receipts, Voting Responses, and Out-Of-Office Notices
- Meeting Requests, Task Requests, and Documents
- Distribution Lists
- Forwarding Messages outside Your Organization

Out of Office

- Out of Office and Exchange Server

Recalling Messages Message Views

- Field Chooser

Grouping Items

- Grouping E-mail Items
- Sort using the Group By box

Colour Categories

- Assign a colour category to an Outlook item
- Assign a colour category to an item in a table view
- Assign a colour category to an open item
- Quick Click category
- Search Folders and Categories

Follow-Up Flags

- IMAP Account Flags

Viewing Multiple Calendars For Users With Microsoft Exchange

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- Sharing a Calendar
- Allow someone else to manage your mail and calendar as a Delegate

Searching and Search Folders

- Instant Search
- Search Folders