

Course Description

This course is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

Learning Objectives

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Manage contacts and groups.
- Manage activities by using tasks.
- Share workspaces with others.
- Manage Outlook data files.

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
 - Hyperlinks
 - Equation
 - Symbols
 - Horizontal Lines
 - Tables
 - The Table Tools Contextual Tab
 - Charts
 - Chart Types
 - Quick Parts
- Modify Message Settings and Options
 - Importance Levels
 - Sensitivity Labels
 - Delivery Options
- Configure Global Outlook Options
 - Multiple Email Accounts
 - The Form Option
 - Language Options
 - Advanced Options
- Customize the Outlook Interface
 - Interface Preferences
 - Customizing the Ribbon
 - Quick Access Tools

Managing Contacts

- Import and Export Contacts
 - The Import Option
 - Secondary Address Books
 - The Export Option
 - Fields
- Use Electronic Business Cards
 - Default Electronic Business Cards
 - The Edit Business Card Dialog Box
- Forward Contacts
 - Formats to Forward a Contact

Organizing Searching and Managing Messages

- Group and Sort Messages
 - Group and Sort Criteria
- Filter and Manage Messages
 - Filters
 - Clutter
- Search Outlook Items
 - Instant Search
 - Search Tools
 - Advanced Find
 - Search Folders
 - Custom Search Folders

Automating Message Management

- Use Automatic Replies
 - Rules
 - Automatic Reply Rules
- Use the Rules Wizard to Organize Messages
 - Conditional Formatting
 - Default Conditional Formatting Rules
 - The Rules Wizard
- Create and Use Quick Steps
 - Quick Steps
 - The Manage Quick Steps Dialog Box

Managing Activities by Using Tasks

- Assign and Manage Tasks
 - Task Request Form
 - Status Options
 - Task Reply Options
 - Task Details
 - Status Reports
 - Task Options

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
 - Archiving
 - AutoArchiving Default Aging Periods
- Back Up Outlook Options
 - Outlook Data Files
- Change Data File Settings
 - Data File Settings

Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
 - Junk E-Mail Filter
 - Safe Senders List
 - Blocked Senders List
- Manage Your Mailbox
 - Mailbox Size
 - Alternate Message Formats
 - Cleanup Tools

Working with Calendar Settings

- Set Advanced Calendar Options
 - Work Time Options
 - Calendar Options
 - Display Options
 - Time Zone Options
- Create and Manage Additional Calendars
 - Additional Calendar
 - Overlay Calendars
 - Calendar Groups
- Manage Meeting Responses
 - Meeting Responses
 - Meeting Response Management
 - Meeting Response Rule
 - The Tracking Command

Sharing Workspaces with Others

- Delegate Access to Outlook Folders
 - Delegates
 - Permission Roles
 - Folder Sharing Permissions
- Share Your Calendar
 - Share Calendar Options
- Share Your Contacts
 - Share Contacts Command
 - View Shared Contacts