

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

- 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

Work 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

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

Automate 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

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

Manage Contacts

- Import and Export Contacts
 - The Import Option
 - Secondary Address Books
 - The Export Option
- Use Electronic Business Cards
- Forward Contacts
 - Formats to Forward a Contact

Managing Activities by Using Tasks

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

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

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