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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft® Outlook® for Office 365™ : Part 2



About This Course:

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook

is a leading personal management system.

Course Objectives:

- Insert objects in messages, and modify properties and global options.
- Organize, search, and manage messages.
- Protect your mailbox and manage its size.
- Use rules and Quick Steps to automate message management.
- Work with advanced calendar settings.
- Import and forward contacts.
- Assign delegate permissions and share Outlook items with others.
- Archive and back up Outlook items using data files.

Audience:

- Office professionals who already use Outlook and want to enhance productivity.
- Administrative assistants and project coordinators managing shared calendars and inboxes.
- Team leaders and managers who delegate tasks and schedule across teams.
- IT support or operations staff responsible for Outlook maintenance and backup.

Prerequisites:

- To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. Additionally, it will benefit you to have basic Outlook skills.

Course Outline:

Lesson 1: Modifying Message Properties and Customizing Outlook

Topic A: Insert Hyperlinks and Symbols

Topic B: Modify Message Properties

Topic C: Add Email Accounts to Outlook

Topic D: Customize Outlook Options

Lesson 2: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages

Topic B: Filter and Manage Messages

Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

Topic A: Manage Junk Email Options

Topic B: Manage Your Mailbox Size

Lesson 4: Automating Message Management

Topic A: Use Automatic Replies

Topic B: Use Rules to Organize Messages

Topic C: Create and Use Quick Steps

Lesson 5: Working with Calendar Settings

Topic A: Set Advanced Calendar Options

Topic B: Create and Manage Additional Calendars

Topic C: Manage Meeting Responses

Lesson 6: Managing Contacts

Topic A: Import and Export Contacts

Topic B: Use Electronic Business Cards

Topic C: Forward Contacts

Lesson 7: Sharing Outlook Items

Topic A: Assign and Manage Tasks

Topic B: Share Your Calendar

Topic C: Share Your Contacts

Lesson 8: Managing Outlook Data Files

Topic A: Use Archiving to Manage Mailbox Size

Topic B: Work with Outlook Data Files