QUICKSTART

Over 35 Years Of Technology Training

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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Outlook 2019: Part 2

About This Course:

This course provides hands-on guidance on how to efficiently manage your inbox, automate routine tasks, and collaborate effectively within a professional environment. You will learn how to insert and customize objects in messages, use rules and Quick Steps to streamline email management, protect and maintain your

mailbox, and manage advanced calendar settings. In addition, the course covers how to import and share contacts, assign and track tasks, delegate access, and back up important Outlook data.

Course Objectives:

- Enhancing Messages and Customizing Outlook

- Managing and Organizing Messages

- Mailbox Protection and Maintenance

- Automating Email Management

- Advanced Calendar Features

- Contacts and Collaboration

- Backup and Data Management

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:

- Completion of "Microsoft Outlook 2019: Part 1" or equivalent knowledge of composing, replying to, and organizing basic email and calendar items in Outlook.

Course Outline:

- Insert and format objects in email messages, and customize Outlook's global options.

- Organize and search email effectively using folders, filters, and advanced

search.

- Maintain mailbox performance by managing size and protecting against threats.

- Use Rules and Quick Steps to automate repetitive email tasks.

- Customize advanced calendar settings for efficient scheduling and planning.

- Import and forward contacts across platforms and devices.

- Assign and manage tasks collaboratively within a team.

- Share calendars, folders, and mailboxes by delegating access securely.