

Advanced Microsoft Outlook 2019 (MS-55278)

Modality: Virtual Classroom

Duration: 1 Day

About this course:

Being skilled at Office 365 is a shining mark on any resume and guarantees a well paid job, one that is also highly dignified. An employee who is skilled at Microsoft 365 is sought after by almost all organizations whether big or small. An average Office 365 Consultant gets paid around **\$104,073** per annum which is a solid annual income in view of the current economic background. However, it goes without saying that the person must be proficient at Microsoft Office 365. This course trains you and helps you achieve that much sought after skill set.

This Microsoft Outlook training course helps build upon a previous basic knowledge of Microsoft Outlook. This course is aimed at helping those who are at a beginner stage in Outlook. This course will help them learn more advanced skills and get an expertise in Outlook. This course also aims at guiding students about how to work with more advanced features of Outlook.

Course Objective:

Upon completion of this course, the participant should have an advanced skill set and a sound working knowledge of the following principals while also be able to;

- Know how to efficiently work with tasks and notes
- Be skilled at the use of signatures and themes
- Have the capacity to manage their respective inbox which includes the art of filtering , archiving and creating search folders
- Manage and work with several accounts

Audience:

This particular course is aimed at the following audience;

- Students with a basic working knowledge of Microsoft Outlook 2019 and an intention to gain a higher and more advanced skill set .
- Students who wish to learn about the topics in the 2019 interface which have been overviewed by this course

Prerequisites:

The following prerequisites are absolutely necessary to be eligible to take this course;

- Be familiar with the use of Microsoft Windows.
- Have a basic knowledge of how Microsoft Outlook works

Course Outline:

Module 1: Working with Tasks and Notes

This module explains how to work with tasks and notes in Microsoft Outlook.

Lessons

- Create a Task
- Print a Task
- Update a Task
- Search for Tasks
- Assign a Task
- Reply to a Task Request
- Track Tasks
- Change Your Task View
- Work with Notes

Lab : Work with Tasks

After completing this module, students will be able to:

- Change your Task view.
- Create a task.
- Print a task.
- Update a task.
- Assign a task.
- Search for tasks.
- Reply to a task request.
- Track tasks.
- Work with notes.

Module 2: Using Signature and Themes

This module explains how to use signatures and themes.

Lessons

- Create a Signature
- Automatically Add a Signature to Messages
- Modify a Signature
- Format Outgoing Messages

- Create and Apply a Theme

Lab : Adding a Theme and Signature to Your Messages

After completing this module, students will be able to:

- Create a signature.
- Learn how to automatically add the signature to email messages.
- Modify a signature.
- Create and apply a theme

Module 3: Managing Your Inbox

This module explains how to manage your inbox in Microsoft Outlook.

Lessons

- Search for Messages
- Create Search Folders
- Sort Messages
- Add New Local Folders
- Move Messages between Folders
- Group Your Mailbox Items
- Filter Messages
- Organize Messages
- Create and Manage Rules
- Manage Your Junk Email
- Archive Your Messages
- Create an Outlook Data File
- Create a Quick Step
- Add Protection to Your Outgoing Messages
- Create Auto-replies

Lab : Managing Your Inbox Exercises

- Organizing Your Messages
- Managing Your Mail by Creating a Quick Step

After completing this module, students will be able to:

- Search for messages.
- Create search folders.
- Group your mailbox items.
- Filter messages.
- Organize messages.
- Manage your junk mail.

- Archive your messages.
- Create an Outlook data file.
- Create a Quick Step to easily and quickly apply multiple actions to emails.

Add protection to outgoing emails.

Module 4: Working with Multiple Email Accounts

This module explains how to work with multiple email accounts in Microsoft Outlook.

Lessons

- Setting Up Multiple Accounts in Outlook
- Send Emails from Different Accounts
- POP vs. IMAP Email Programs

Lab : Working with Multiple Email Accounts

After completing this module, students will be able to:

- Set up multiple accounts in Outlook.
- Send emails from different accounts.
- Learn the differences between POP and IMAP email programs.