

Outlook 2013 Advanced

Modality: On Demand

Duration: 3 Hours

About this course:

The outlook is the most widely used corporate email and scheduling software in the entire world. It can manage your schedule, assist to maintain your tasks on track, and keep your contacts. In this course, candidates will explore how to configure Outlook and learn ways to link it with different programs like Word and other data share tools.

Course Objective:

After successful completion of this course, candidates will have the knowledge of:

- Customizing and Using Quick Steps
- Customizing and Creating Views
- Exporting Contacts
- Exporting and Importing Data
- Using and Creating Signatures
- Working Offline
- Using Message Voting Buttons
- Utilizing the Out of Office Assistant
- Carry out Mail Merge utilizing Outlook Contacts
- Arranging Customized Forms

Audience:

This course is designed for:

- Any individual wants to increase knowledge and understanding of advanced options of Outlook 2013.

Prerequisites:

- Candidates have an Outlook 2013 Beginner course or have some exposure to the Outlook program.

Course Outline:

Advanced Email Features, Settings, and Advanced Data Management Techniques

- Message Formats
- RTF to WebMail
- Signatures
- Out of Office Replies
- Voting Buttons
- Folders
- Rules
- Adding Favorites
- Advanced Rule
- Quick Step
- Delegate
- Auto-Archive Settings
- Archive Now
- PST File
- Mailbox Cleanup Tools

Configuring Outlook Accounts, Customizing Views, and Outlook with Other Applications

- Cached Exchange Mode
- New Mail Profile
- Facebook
- Custom Views
- Custom Forms
- Use a form ONCE
- Assign a Form as Default
- Delete a Form
- vCards
- Export Your Calendar
- Import from Other Apps
- Convert Excel to CSV
- Create a PST file
- Create a New Contacts Folder
- Import the CSV

- Map Field Names
- Customizing Outlook