



Microsoft Outlook 2010 Level 2

Course OUT10-2B 1 Day Instructor-led, Hands on

Introduction

Students will learn some of the advanced features of Microsoft Outlook. Students will learn how to organize and customize the Outlook environment as well as learn how to integrate Outlook with other Microsoft Office programs.

At Course Completion

Upon successful completion of this course, students will be able to:

- Organize e-mail messages and set e-mail options
- Use the Outlook journal
- Set e-mail rules
- Import items into Outlook
- Export items from Outlook
- Use the Outlook Mail Merge feature

Prerequisites

Students should be familiar enough with Outlook to be able to create and format e-mail messages, manage contacts and calendars, and manage tasks and notes

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Outlook 2010 Level 1

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Organizing E-Mails

- Creating a Folder
- Moving Items into Folders
- Removing Items from Folders
- Using Views
- Managing Junk E-Mail

Module 2: Using Search Folders

- Using Outlook Search Folders
- Searching For E-Mail Items

Module 3: Using the Journal

- Automatically Record a Journal Entry
- Manually Recording a Journal Entry
- Modifying a Journal Entry

Module 4: Setting E-Mail Options

- Modifying Message Settings
- Using Voting Options
- Setting Delivery Options
- Using Screenshots in E-Mail Messages
- Creating a Distribution List
- Editing a Distribution List

Module 5: Setting Calendar Options

- Setting a Work Week
- Adding and Removing Company Holidays
- Displaying Additional Time Zones
- Sending a Calendar via E-Mail
- Sharing Calendars

Module 6: Using Rules

- Notifying Others That You Are Out Of the Office
- Adding Rules
- Organizing Messages by Color

Module 7: Archiving E-Mail

- Emptying the Deleted Items Folder
- Finding Large E-Mail Items
- AutoArchiving Old Items

Module 8: Importing and Exporting Items

- Exporting a Contact List to Excel
- Importing a Contact List from Excel
- Exporting a Calendar File
- Importing a Calendar File

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Module 9: Using Mail Merge

- Creating a Mail Merge from Outlook to Word