



Microsoft Outlook Level 2

Course OUT-02

1 Day

Instructor-led, Hands on

Introduction

During this one day, instructor-led course students will learn some of the advanced features of Microsoft Outlook. 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 many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your Outlook items.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

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

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Work with calendar settings.
- Manage contacts and groups.
- Manage activities by using tasks.
- Delegate access to and share Outlook items with others Manage Outlook data files.
- Use rules and Quick Steps to automate message management.
- Work with advanced calendar settings.
- Manage activities by assigning tasks to others.

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 Level 1

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

Course Outline

Module 1: Organizing Emails

- Creating a Folder
- Moving Items into Folders
- Removing Items from Folders
- Deleting Emails Permanently
- Using Views
- Sorting Your Email Messages
- Managing Junk Email

Module 2: Using Search Folders

- Using Outlook Search Folders
- Searching For Email Items

Module 3: Using the Journal

- Turn an Outlook Item Into a Journal Entry
- Manually Recording a Journal Entry
- Modifying and Viewing a Journal Entry

Module 4: Setting Email Options

- Modifying Message Settings
- Using Voting Options
- Setting Delivery Options
- Using Screenshots in Email Messages
- Creating a Contact Group
- Editing a Contact Group

Module 5: Setting Calendar Options

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

Module 6: Using Rules

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

Module 7: Archiving Emails

- Emptying the Deleted Items Folder

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- Finding Large Email Items
- AutoArchiving Old Items

Module 8: Importing and Exporting Items

- Exporting a Calendar File
- Importing a Calendar File

Module 9: Using Mail Merge

- Creating a Mail Merge