

Course Outline - Outlook Advanced : a one-day training course

Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
- Manually Record a Journal Entry
- Modify a Journal Entry

Setting Calendar Options

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Customizing Outlook

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu
- Create a Folder Home Page

Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

Microsoft Outlook Advanced

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Course Objectives

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

- Track work activities using the Outlook Journal
- Customize the calendar by setting various calendar options
- Modify message options
- Make folder information available to other Outlook users
- Assign and track tasks
- Customize the Outlook environment
- Sort, find and colour-code items in your mailbox and calendar

Who Should Attend?

This course is designed for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

Note : You should be able to use basic functions of Outlook to create messages, contacts, appointments, and meeting requests and to customise views. Use of a web browser and basic knowledge of other Office applications, such as Word, will be an advantage.