

# microsoft outlook Advanced

## PROGRAM OVERVIEW:

This course is intended to help all users get up to speed on the different features of Outlook and to become familiar with its more advanced selection of features. We will cover how to configure advanced message options, use advanced message management options, manage activities using tasks, and calendars, manage your contacts, share your workspaces with others, manage Outlook data files, and understand email security management.

## COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, and it can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft Outlook 365: Introduction course. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

## TOPICS:

### Configuring Advanced Message Options

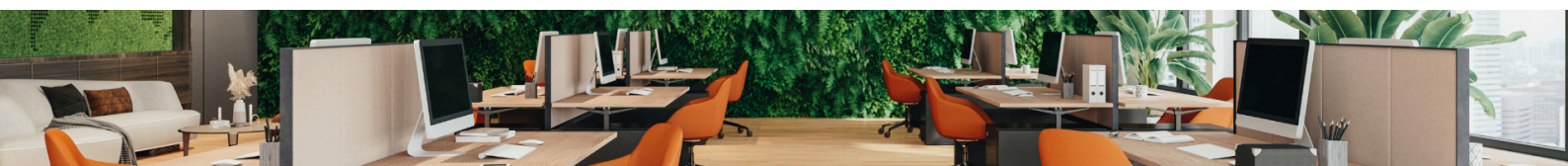
This lesson gives students a look at how to insert advanced characters and objects, how to modify message settings, properties, and options, and how to use automatic replies.

- Inserting Advanced Characters and Objects
- Modifying Message Settings, Properties, and Options
- Using Automatic Replies

### Advanced Message Management

Several topics are covered in this lesson, including how to sort, filter, organise and search messages, managing junk mail, and managing your mailbox.

- Sorting and Filtering Messages
- Organising Messages
- Searching Messages
- Managing Junk Mail
- Managing Your Mailbox



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### Advanced Calendar and Task Management

Here, students are introduced to managing advanced calendar options, managing additional calendars, managing meeting responses, and how to assign and manage tasks.

- Managing Advanced Calendar Options
- Managing Additional Calendars
- Managing Meeting Responses
- Assigning and Manage Tasks

### Advanced Contact Management

This lesson takes a look at dealing with contacts and how to edit an electronic business card, manage advanced contact options, and how to forward and export contacts.

- Editing an Electronic Business Card
- Managing Advanced Contact Options
- Forwarding Contacts
- Exporting Contacts

### Sharing Workspaces with Others

In this lesson, students are taught how to delegate access to mail folders, how to share a calendar, and how to share contacts.

- Delegating Access to Mail Folders
- Sharing Your Calendar
- Sharing Your Contacts
- Using Microsoft 365 Groups

### Managing Outlook Data Files

This lesson covers how to back up Outlook data files and, how to change data file and account settings.

- Backing Up Outlook Items
- Changing Data File and Account Settings

### Managing E-mail Security

Email security is the focus of this topic and, how to configure e-mail message security.

- Configuring E-mail Message Security Settings

### Managing Your Calendar

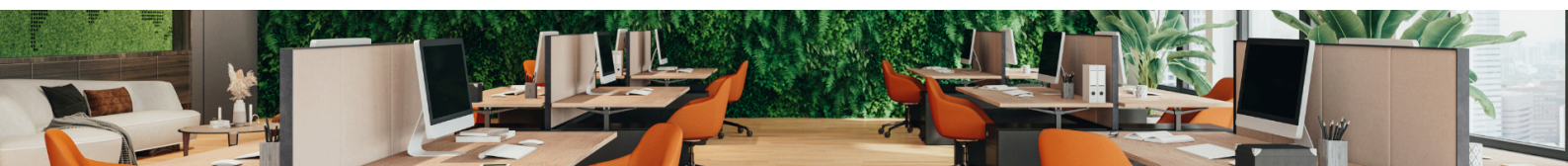
In this lesson, you'll learn how to view and print the calendar, as well as how to manage appointments and meetings.

- Viewing the Calendar
- Managing Appointments
- Managing Meetings
- Printing Your Calendar

### Managing Your Contacts

How to create, update, view, and organise contacts using the People workspace will be covered in this lesson.

- Creating and Update Contacts
- Viewing and Organise Contacts



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## **Working with Tasks and Notes**

This lesson is all about managing tasks and notes.

- Creating Tasks
- Managing Tasks
- Managing Notes

## **Customising the Outlook Environment**

This final lesson covers how to customise the Outlook interface, as well as creating and managing Quick Steps.

- Customising the Outlook Interface
- Creating and Manage Quick Steps

