MICROSOFT OUTLOOK
LEVEL 2

DURATION: 1 DAY

COURSE DESCRIPTION

This course covers the more advanced features in Microsoft Outlook. Training participants will learn to track and group messages, prioritize and delegate tasks, manage contact records, schedule meetings, collaborate with others on tasks, and create and use templates. They will also learn to use different print styles and archive Outlook items. Live face-to-face instructor - still the best way to learn!

LEARNING OBJECTIVES

- Use Outlook to Manage Items
- Using Address Books and Message Features
- Working with Personal Distribution Lists
- Accessing the Internet and accessing Contacts Directly
- Managing Tasks and Scheduling Meetings
- Working with Templates, Utilizing Forms and Creating a Form

DETAILED COURSE OUTLINE

USING ADVANCED MANAGEMENT FEATURES

- Managing Items
- Setting Up AutoArchiving
- Archiving Manually
- Retrieving Archived Items
- Creating and Applying Categories
- Finding Items
- Grouping Items
- Creating and Clearing a Filter
- Customizing Outlook
- Setting Options
- Adding Shortcuts to the Outlook Bar
- Moving a Shortcut on the Outlook Bar
- Removing a Shortcut from the Outlook Bar
- Changing Your Password

WORKING WITH CONTACTS

- Refining Your Contact List
- Adding a Contact from the Same Company
- Using the File as Feature
- Accessing Contacts Directly
- Sending a Message to a Contact
- Accessing a Contact's Web Page
- Managing Favorite Web Addresses

OPTIMIZING MAIL FUNCTIONS

- Using Address Books
- Using an Address Book to Address a Message
- Adding a Name to Your Personal Address Book
- Creating an Alias in Your Personal Address Book
- Selecting a Default Address Book
- Working with Personal Distribution Lists
- Creating a Personal Distribution List
- Editing a Personal Distribution List
- Deleting a Personal Distribution List
- Using Message Features
- Saving and Closing a Message without Sending It
- Setting Spelling Options
- Setting Additional Spelling Features
- Setting and Using Message Options
- Using Voting Buttons
- Flagging a Message
- Recalling a Message
- Attaching a File
- Opening, Closing, and Saving an Attached File
- Accessing the Internet
- Inserting and Editing a Hyperlink in a Message
- Using a Hyperlink in a Message
- Using the Web Toolbar

WORKING WITH OTHER USERS

- Scheduling Meetings
- Inviting Colleagues and Setting a Meeting Time
- Inviting a Contact to a Meeting
- Responding to a Meeting Request
- Reviewing Meeting Information
- Rescheduling and Canceling a Meeting
- Scheduling an Event
- Completing Tasks
- Scheduling a Task
- Regenerating a Task
- Assigning a Task to Someone Else
- Responding to a Task Request
- Reclaiming Ownership of a Declined Task
- Creating a New Item from an Existing One

WORKING WITH TEMPLATES AND FORMS

- Working with Templates
- Using a Template
- Creating a Template
- Utilizing Forms
- Installing Sample Forms
- Using a Form
- Creating a Form
- Modifying an Existing Form
- Publishing and Saving a New Form
- Creating a Form from Another Program