Outlook Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

To learn how to Use advanced Outlook features including web browsing, Organise the Outlook environment more effectively, Use advanced e-mail, calendar and contact options, Create and use distribution lists, Store Outlook information in data files & Use the journal to track activities

Pre-Requisites

Delegates attending this course should be familiar with their operating system and the use of a mouse. Ideally they would have attended the Outlook Introduction course or have gained this experience in the workplace.

Subjects

Advanced Outlook Features

Outlook Today | Web Browsing | Create Forms | Use Quick Parts

Organising Information

Work with Views | Search for Outlook Items | Sort, Group and Filter | Create & Organise Folders | Use Categories

Managing E-Mail

Use Flags | Voting and Tracking Options | Delivery Options | Create and Use Rules

Working with The Calendar

Group Scheduling | Organise Meeting | Monitor Meeting Requests | Publish a Calendar | Set Calendar Options | Sharing Calendars

Working with Contacts

Use vCards | Use Contact Data with Office | Create a Distribution List | Share Documents with Contacts

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Using Data Files

Using The Journal

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