

Microsoft Outlook Advanced

OBJECTIVES

Customise the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

Duration: 1 Day

1. CUSTOMIZING OUTLOOK

- The Outlook environment
- General options and account settings
- Quick Steps
- The Folder pane and Navigation bar

2. CUSTOMIZING MESSAGES

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

3. MAILBOX ORGANIZATION AND MANAGEMENT

- Setting rules
- Managing your mailbox

4. ORGANIZING ITEMS

- Folders
- Searching
- Advanced filtering
- Categories

5. NOTES AND JOURNALS

- Recording information with notes
- Tracking activities with the Journal

6. COLLABORATION

- Sharing your calendar and contacts
- Staying informed with RSS