COURSE SYLLABUS

Microsoft Outlook Level II (Self-Paced)

Advanced Outlook: account configuration, advanced search, spam control, and rules-based automation.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/outlook-level-ii-self-paced



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Course Outline

Working with Messages

- Hyperlinks
- Equations
- Symbols
- Horizontal Lines
- Tables
- Review exercise

Message Settings and Options

- Importance
- Sensitivity
- Delivery Options
- Manage Multiple Accounts
- From Option
- Language Options
- Advanced Options in Outlook
- Review exercise

Managing Messages

- Sorting Messages - Basic
- Sorting Messages – Advanced
- Filter Messages
- Outlook Search
- Advanced Find Dialog box
- Search Folders
- Custom Search Folder
- Review exercise

Mailbox Management

- Junk E-mail Settings
- Safe Senders List
- Safe Recipients List
- Blocked Senders List
- Message Formats
- Mailbox Cleanup
- Review exercises

Creating Inbox Rules

- Automatic Replies
- Automatic Reply Rules
- Conditional Formatting
- Rules Wizard
- Quick Steps
- Quick Steps commands
- Review exercise

Managing Contacts

- Import Contacts
- Address Book
- Edit Business Cards
- Forward Contacts
- Share Contacts
- Review exercises

Advanced Calendar Management

- Customize Work Time
- Appointment/Meeting Options
- Calendar Appearance
- View Multiple Calendars
- Multiple Calendar Overlay
- Meeting Invitation Management
- Rules for Meeting Responses
- Tracking Meeting Responses
- Review exercises

Tasks

- Viewing Tasks
- Task Details
- Assign a Task
- Respond to an Assigned Task
- Status Report
- Task Options
- Review exercises
- Outlook – Shortcut Glossary