

Microsoft Outlook Level II

In this course, you will configure mail accounts, perform advanced searches, control spam with filters, automate tasks with rules, and learn advanced calendar and contact management skills. This course builds upon the foundational knowledge presented in the Outlook Essentials course and will help you customize a communication system well-suited to your work styles.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/advanced-outlook or email contact@nyimtraining.com

Course Outline

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Managing Contacts

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Managing Activities by Using Tasks

Assign and Manage Tasks

Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings