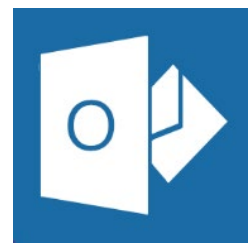


Microsoft Outlook Course Outline

Level: Intermediate



Overview

- This course is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

Prerequisites

- To ensure your success in this course you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.
- Additionally, it will benefit you to have basic Outlook skills.

Course Content

Modifying Messages and Setting Global Options

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

Organizing, Searching, and Managing Messages

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

Using Filters

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

Using Rules

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

Lesson 5: Working with Calendar Settings

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

Lesson 6: Managing Contacts and Groups

- Use Electronic Business Cards
- Manage Contact Groups
- Forward Contacts
- Import and Export Contacts

Lesson 7: Managing Activities Using Tasks

- Assign and Manage Tasks

Lesson 8: Sharing Workplaces with Others

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

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