



## Advanced Features of Microsoft Outlook

Duration: 5 hour(s)

Level: Expert

**Target Audience** This course is designed for existing users of Microsoft Outlook who wish to have more in-depth knowledge and skills of Microsoft Outlook.

**Prerequisites** Some basic knowledge of Microsoft Outlook.

### About this course

In this course, you will learn how to read, create, send, and forward e-mail messages, how to manage messages and attachments, configure message options, and use search folders. You will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

### Course Content

#### Part1: E-Mail Management

- Mail Options
  - Have replies sent to someone else
  - Expires after, do not deliver before options
  - Voting buttons in messages
  - Flagging messages for sender and recipient
  - Dealing with flagged messages
- Organizing Mail
  - Assigning messages to Junk Printing and deleting messages
  - Creating and using personal folders
  - Creating and using mail folders and personal folders
  - Using rules to manage mail
- Tracking Mail
  - Resending and recalling messages
  - Tracking mail
  - Recalling Mail
- Finding messages
  - Use Advanced Find
  - Save search folders
  
- Archiving messages
  - Auto Archive
  - Archive Settings

#### Part2: Contacts

- Working with contacts
- Using contact groups
- Using the people pane
- Creating a distribution list



- More contact folders
- Add a contact from an email
- Shared Contacts
- Exporting contacts to Excel
- Categorizing contacts

### **Part3: Tasks**

- Working with Tasks
- Managing Tasks

### **Part4: Appointments and Events**

- Creating and sending appointments
- Modifying appointments
- Working with events
- Using calendar views

### **Part5: Meeting requests and responses**

- Scheduling meetings
- Managing meetings

### **Part6: Calendar**

- Customize the Calendar View
- Recurring appointments
- Making an entry private
- Lender in To Do bar
- Group Schedules
- Managing meetings
- Sharing Calendars