



Microsoft Outlook Advanced

Format: One day:
Max Capacity 6

This course is for people who understand the use of Microsoft Outlook. The course will build on this knowledge and explore the more advanced features.

A good working knowledge of Microsoft Outlook. Use of Microsoft Exchange Server for meeting and task delegation topics.

Course Content

Outlook Review

- A review of the working concept of Outlook, together with the key elements of the application

- Using Scheduling Assistant
- Modifying Views and creating custom Views
- Customising the printing calendar.

Contacts

- Formatting Contact Views
- Working with Contact Fields
- Sorting and Filtering Contacts

Folders and Address

Books

- Working with Standard Folders
- Creating and using Personal Folders
- Creating and using Distribution Lists

Tasks

- Formatting Task Views
- Task Fields
- Grouping and Filtering Tasks
- Organising Tasks by Project
- Task ownership
- Assigning Tasks to others

Categories

- Understanding Categories
- Using the Master Category List
- Defining own categories
- Assigning categories to contacts and tasks

Calendar

- Formatting Calendar Views
- Calendar Fields
- Using Filters

Organising e-mails

- Using Quick Steps
- Creating a new Quick Step
- Using Search Folders

Tracking and Delivery

Options

- Using Voting Buttons
- Delayed delivery
- Direct replies to...