

OUTLOOK 2013/2016

LEVEL 2

1-day course

Course Code: C152en

WHO SHOULD ATTEND?

This course is intended for participants who are familiar with Microsoft Office Outlook.

PREREQUISITES

Microsoft Outlook Level 1 or equivalent knowledge.

COURSE OBJECTIVES:

Upon completion of the course, participants will be able to accomplish the following:

- View Web Pages and Favourites, and work with Office applications while using Outlook
- Organize Outlook folders by assigning categories, creating rules, and applying filters
- Manage junk e-mail, use auto signatures and stationery, control messages, and use message notifications
- Use the productivity-improvement features of the Calendar, Contacts, Tasks, and Mail folders, as well as create and use Outlook forms
- Work with shared folders, delegate folder access, and archive Outlook items
- Set up Outlook for mobile use and synchronize mail

COURSE CONTENT

GETTING THE MOST OUT OF OUTLOOK

Viewing Web Pages and Favorites; Integration with Office Applications

MANAGING FOLDERS

Categories; Rules Wizard; Filtering a View

USING ADVANCED MESSAGE FEATURES

Organizing Messages; Using Signatures and Stationery; Controlling Messages; Message Notifications

PERSONAL PRODUCTIVITY

Calendar; Contacts; Forms and Templates; Mail

SHARING FOLDER ACCESS AND ARCHIVING OUTLOOK ITEMS

Working with Shared Folders; Delegating Folder Access; Archiving Outdated Items

OUTLOOK FOR MOBILE CLIENTS

Working Offline; Setting Up Outlook for Mobile Use