

# MICROSOFT OUTLOOK - COMPREHENSIVE

## 1 DAY

### Course summary

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange Server and the front-end intuitive user interface of Microsoft® Outlook®.

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

### COURSE CONTENT

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#### MODIFYING MESSAGE PROPERTIES AND CUSTOMIZING OUTLOOK

- Insert Hyperlinks and Symbols
- Modify Message Properties
- Add Email Accounts to Outlook
- Customize Outlook Options?

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#### ORGANIZING, SEARCHING, AND MANAGING MESSAGES

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

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#### MANAGING YOUR MAILBOX

- Manage Junk Email Options
- Manage Your Mailbox Size

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#### AUTOMATING MESSAGE MANAGEMENT

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

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## WORKING WITH CALENDAR SETTINGS

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

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## MANAGING CONTACTS

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

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## SHARING OUTLOOK ITEMS

- Assign and Manage Tasks
- Share Your Calendar
- Share Your Contacts

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## MANAGING OUTLOOK DATA FILES

- Use Archiving to Manage Mailbox Size
- Work with Outlook Data Files

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## BONUS TOPICS IF TIME PERMITS

- Configuring Email Message Security Settings
- Inserting Objects into Messages
- Microsoft Outlook Keyboard Shortcuts