

## Microsoft Outlook – level 2 (Advanced) – 1 day

This training is focused on advanced use of Outlook. People who understand the basics of Microsoft Outlook and use the program can take part in this training.

Prerequisites for this course are General basic skills and knowledge of Word and Outlook to the extent of the Level 1 course.

### Content

#### Mail

- Using discussions
- Manage Folder size
- Using and creating Quick steps
- Handling Junk mail
- Show a Folder in Favorites
- Export mail
- Cleanup Tools (e.g. Autoarchive)
- Personal folders

#### Format

- Choosing Default format
- Using Themes

#### Calendar

- Add Holidays
- Show an extra Time zone
- Create a Calendar Group
- Sending a Calendar
- Publish a Calendar online

#### Contacts

- Views
- Add a Contact
- A Contact of the same company
- Create a Group
- Send mail to a group (Contact Group)
- Add new information to a contact
- Electronic Business Card
- Mail Merge
- Forwarding Contacts

#### Tasks

- Delegate Tasks
- Manage delegated tasks

#### Extensive possibilities

- Customize the Quick Access Toolbar
- Customize The Ribbon (NOT in Office 2007)
- Create links with Social networks
- Delegate in Outlook
- Advanced search in Outlook

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