

Microsoft Outlook Advanced

During this course you will expand upon your existing knowledge and learn how to use advanced features in Outlook and how to use them effectively to maximize efficiency. Because of the practical teaching method it is easy to use the exercises after the course.

Course duration

The duration of the course is six hours completed in one day.

Audience and Prerequisites

You can participate in this course if you understand the basics of Microsoft Outlook. Outlook will help improve your email and diary management. The required prior knowledge can be found in the Outlook Basic course.

Summary

Email

- Working with discussions
- Manage folder size
- Use quick steps
- Dealing with unwanted mail
- Display folder in Favourites
- Export mail
- Cleaning programs (Auto Archiving)
- Personal folders

Formatting

- Choose standard formatting
- Theme usage

Calendar

- Importing holidays
- Display additional time zone
- Create calendar group
- Send calendar
- Publish calendar online

Contacts

- Display
- Add contact
- Contact person of the same company
- Create a group
- Send email to group (distribution lists)
- Add new information to contact person
- Electronic business card
- Merge print
- Suggested contacts

Tasks

- Delegate tasks
- Managing delegated tasks

Extensive possibilities

- Customize Quick Access Toolbar
- Adjusting the Ribbon
- Connecting with Social Networks
- Permissions
- Advanced search in Outlook