

Microsoft Outlook Level II

Concentrates on some more advanced skills, including: customizing message settings, organizing and locating Outlook messages, setting calendar options, tracking activities, assigning and tracking tasks, sharing folder information and customizing the Outlook environment.

Course Outline

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Organizing, Searching, and Managing Messages

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

Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Automating Message Management

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

Working with Calendar Settings

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

Managing Contacts

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

Managing Activities by Using Tasks

Assign and Manage Tasks




Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings

Contact

 212-684-5151  nyc@careercenters.com  www.careercenters.com