



INTERMEDIATE/ADVANCED OUTLOOK

COURSE DURATION: 1 Day

This course will expand your use of Outlook, giving you access to some very useful tips and tricks to enhance your efficiency and confidence in the program.

PRE-REQUISITES

Working knowledge of Outlook

Customizing Outlook

- The Outlook environment
- Viewing the Inbox and messages
- Using reading panes and previews
- Navigating around Outlook

Messages

- Sorting messages
- Searching and filtering messages
- Customising messages
- Using signatures
- Setting junk mail options
- Setting rules for emails using specified criteria

The Inbox

- Organizing the Inbox
- The Rules Wizard
- Managing your mailbox

Folders

- Understanding backup options
- Creating new folders

Extending your use of the Calendar

- Booking recurring appointments
- Setting the schedule options
- Creating and managing meetings with others
- Allowing others access to your calendar
- Setting privacy options

The Contacts folder

- Importing contacts
- Using contacts for mail merge
- Creating a distribution list

CREATIVITY AND EFFICIENCY

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