

Outlook Intermediate

Course Outline

Course Objective

This course begins where the Introduction course left off. With topics covered in the course, you will be able to use more advanced features such as collaborating Calendars with others, Quick Parts, handling junk items, and setting your Outlook options.

Agenda

1. Organizing Outlook
 - a. Account management
 - b. Using folders
 - c. Categorizing items
 - d. Searching and filtering
 - e. Quick steps

2. Managing your mail
 - a. Managing junk mail
 - b. Using rules
 - c. Cleaning up your mailbox

3. Advanced email settings
 - a. Message options
 - b. Customizing message appearance

4. Notes and Journal entries

- a. Notes
- b. Using the Journal

5. Collaboration

- a. Performing mail merges
- b. : Sharing items
- c. Outlook integration

Course Length: 1 Day

Prerequisite: Microsoft Windows experience and Outlook Introduction experience