



Course:

Microsoft Outlook 2013: Advanced

Duration: 1day

Description:

This ILT Series course builds on the skills and concepts taught in Outlook 2013: Basic. Students will learn how to customize Outlook, use Quick Steps, create Folder pane shortcuts, customize the Navigation bar, customize their messages and signatures, and set up automatic replies. Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes. Students will also learn how to search various folders, use filters, and apply categories, as well as how to work with notes and Journal entries. Finally, they will learn how to share Outlook calendars and contacts and stay informed with RSS feeds.

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Unit 1: Customizing Outlook

- Topic A: The Outlook environment
- Topic B: General options and account settings
- Topic C: Quick Steps
- Topic D: The Folder pane and Navigation bar

Unit 2: Customizing messages

- Topic A: Message appearance
- Topic B: Signatures
- Topic C: Voting buttons
- Topic D: Out-of-office messages

Unit 3: Mailbox organization and management

- Topic A: Setting rules
- Topic B: Managing your mailbox

Unit 4: Organizing items

- Topic A: Folders
- Topic B: Searching
- Topic C: Advanced filtering
- Topic D: Categories

Collaboration

- Topic A: Sharing your calendar and contacts
- Topic B: Staying informed with RSS