Microsoft Outlook Level 2

Days of Training: 1

Prerequisites:
The course assumes you know how to use a computer and that you are familiar with Microsoft Windows. It also assumes that you have completed the preceding Outlook Level 1 course, or have equivalent knowledge.

Audience:
You will benefit most from this course if you have a basic knowledge of Outlook and plan to continue to become an Outlook expert.

Course Description:
Our Microsoft Outlook Level 2 course provides more advanced concepts and skills for Microsoft Outlook productivity: how to organize Outlook items, use advanced messaging properties, and collaborate with others.

OUTLINE:

CHAPTER 1: ORGANIZING OUTLOOK

- Module A: Account management
- Module B: Using folders
- Module C: Categorizing items
- Module D: Searching and filtering
- Module E: Quick steps

CHAPTER 2: MANAGING YOUR MAIL

- Module A: Managing junk mail
- Module B: Using rules
- Module C: Cleaning up your mailbox

CHAPTER 3: ADVANCED EMAIL SETTINGS

- Module A: Message options
- Module B: Customizing message appearance

CHAPTER 4: NOTES AND JOURNAL ENTRIES

- Module A: Notes
- Module B: Using the Journal

CHAPTER 5: COLLABORATION

- Module A: Performing mail merges
- Module B: Sharing items
- Module C: Outlook integration