

Outlook 2010 - Part 2

Course Overview

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This is a 1-day class

In this course, students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.



Who Should Attend

This course is intended for people who have a basic understanding of Microsoft® Windows® and Microsoft Office Outlook 2010 and want or need to know how to perform more advanced tasks in Outlook.

Course Outline

1 Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Set the Out of the Office Notification
- Create a Contact Group
- Insert a Hyperlink
- Create Quick Steps

2 Organizing and Locating Messages

- Sort Messages Using Multiple Criteria
- Find Messages Using Instant Search
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

3 Setting Calendar Options

- Set Workdays and Time
- Display an Additional Time Zone
- Set Availability Options
- Create Calendar Groups
- Manage Automatic Meeting Responses

4 Tracking Activities Using the Journal

- Record a Journal Entry Automatically
- Record a Journal Entry Manually
- Modify a Journal Entry

5 Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

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6 Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Send Calendar Information in an Email Message
- Delegate Folder Access to Users

7 Customizing the Outlook Environment

- Customize the Ribbon and Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page