

# Microsoft Outlook for Office 365 (Desktop or Online) - Part 2

## Course Overview

[View Course Dates & Register Today](#)

This is a 1-day class

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.



This course builds upon the foundational knowledge presented in the Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1 course and will help you customize a communication system well-suited to your work style.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400.

## Who Should Attend

This course is intended for people who have a basic understanding of Microsoft® Outlook® and want to know how to use its advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

## Course Objectives

In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook archives and data file settings.

You will:

Insert objects in messages, and modify properties and global options.

Organize, search, and manage messages.

Protect your mailbox and manage its size.

Use rules and Quick Steps to automate message management.

Work with advanced calendar settings.

Import and forward contacts.

Assign delegate permissions and share Outlook items with others.

Archive and back up Outlook items using data files.

## Other Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders. Additionally, it will benefit you to have basic Outlook skills. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

Using Microsoft® Windows® 10

Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1

## Course Outline



[nhls.com](http://nhls.com)



# Microsoft Outlook for Office 365 (Desktop or Online) - Part 2

## 1 MODIFYING MESSAGE PROPERTIES AND CUSTOMIZING OUTLOOK

Topic A: Insert Hyperlinks and Symbols  
Topic B: Modify Message Properties  
Topic C: Add Email Accounts to Outlook  
Topic D: Customize Outlook Options

## 2 ORGANIZING, SEARCHING, AND MANAGING MESSAGES

Topic A: Group and Sort Messages  
Topic B: Filter and Manage Messages  
Topic C: Search Outlook Items

## 3 MANAGING YOUR MAILBOX

Topic A: Manage Junk Email Options  
Topic B: Manage Your Mailbox Size

## 4 AUTOMATING MESSAGE MANAGEMENT

Topic A: Use Automatic Replies  
Topic B: Use Rules to Organize Messages  
Topic C: Create and Use Quick Steps

## 5 WORKING WITH CALENDAR SETTINGS

Topic A: Set Advanced Calendar Options  
Topic B: Create and Manage Additional Calendars  
Topic C: Manage Meeting Responses

## 6 MANAGING CONTACTS

Topic A: Import and Export Contacts  
Topic B: Use Electronic Business Cards  
Topic C: Forward Contacts

## 7 SHARING OUTLOOK ITEMS

Topic A: Assign and Manage Tasks  
Topic B: Share Your Calendar  
Topic C: Share Your Contacts

## 8 MANAGING OUTLOOK DATA FILES

Topic A: Use Archiving to Manage Mailbox Size  
Topic B: Work with Outlook Data Files