

Outlook 2010 - Part 2

Course Overview

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

This is a 1-day class



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