



Microsoft Outlook 2007-2019/365

Level 2: Mastering Outlook

1 Day Course

Training at Your Office

COURSE DESCRIPTION

Take your productivity to the next level with Outlook's sharing features. You will learn how to quick schedule meetings, share calendars, assign tasks and track each employee's progress with an automatic log.

You will also learn advanced techniques for wrangling large volumes of email into a neat, organized structure.

Course Prerequisite: Outlook Introduction or equivalent knowledge.

COURSE TOPICS

Folders

- Default StartUp Folder
- Create Search Folders

Email

- Advanced Options
- Voting Buttons
- Receipts
- Tracking Options
- Dealing with Junk Email
- Safe Senders List
- Creating Hyperlinks
- Using Stationery
- Creating Stationery
- Creating a Theme
- Organizing Mail
- Categorize by Colour
- Outlook Email Postmarking
- Using Conditional Formatting
- Using Quick Parts
- Using Clean Up

Advanced Calendar Options

- Inviting Others, Responding to an Invitation
- Can those Invited Attend?
- Creating Calendars
- Comparing Calendars
- Sharing Calendars

Advanced Calendar Options (cont'd)

- Calendar Defaults and Time Zones
- Adding Holidays
- Organizing Calendars
- Sending Calendar via e-Mail
- Internet Calendars
- Integration of Calendar Appointments and Tasks on the To-Do List
- Send Task Status Alerts

Advanced People (Contacts)

- Creating & Managing Distribution Lists & Contact Groups
- Electronic Business Cards
- People Cards
- Assigning Actions to Contacts
- Finding a Contact
- Organizing Contacts
- Importing Contacts from Access/Excel
- Mail Merge Contacts with MSWord
- Envelopes & Labels
- Backing up Contact Data
- Exporting as CSV File

The Journal

- What is the Journal
- Starting the Journal
- Adding New Journal Entries

Setting Rules & Alerts

- Creating Rules for Emails when Receiving
- Have Emails Moved/Copied into Folders or Deleted Automatically
- Creating Alerts when an Email is Received from Someone Specific

Customizing Outlook

- Customize Ribbon
- Outlook Templates
- Working with Outlook Forms
- Creating Custom Forms



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