Microsoft Outlook Part 2: Organization and Automation

Duration: *1 Day(s)*

Course Overview

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange® and the front-end intuitive user interface of Outlook.

In this level 2 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 many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. 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.

Review this course online at https://www.alta3.com/courses/MSFT*OUT*2019L2

Objectives

- Customize Outlook command sets and configure mail accounts.
- Automate email management and perform advanced message searches.
- Manage calendars, contacts, and task scheduling effectively.
- Protect and manage data with archiving and backup strategies.

Who Should Attend

- Office Managers
- IT Support Staff
- Administrative Assistants
- Business Professionals

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.

Course Outline

Lesson 1: Modifying Messages and Setting Global Options

1. Insert Advanced Characters and Objects
2. Modify Message Settings and Options
3. Configure Global Outlook Options
4. Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

5. Group and Sort Messages

6. Filter and Manage Messages

7. Search Outlook Items

Lesson 3: Managing Your Mailbox

8. Use the Junk E-Mail Filter to Manage Messages

9. Manage Your Mailbox

Lesson 4: Automating Message Management

10. Use Automatic Replies

11. Use the Rules Wizard to Organize Messages

12. Create and Use Quick Steps

Lesson 5: Working with Calendar Settings

13. Set Advanced Calendar Options

14. Create and Manage Additional Calendars

15. Manage Meeting Responses

Lesson 6: Managing Contacts

16. Import and Export Contacts

17. Use Electronic Business Cards

18. Forward Contacts

Lesson 7: Managing Activities by Using Tasks

19. Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

20. Delegate Access to Outlook Folders

21. Share Your Calendar

22. Share Your Contacts

Lesson 9: Managing Outlook Data Files

23. Use Archiving to Manage Mailbox Size

24. Back Up Outlook Items

25. Change Data File Settings