

Microsoft Outlook 2010 – Level 2

Length: 1 day

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Outlook 2010.

Prerequisites

Microsoft Outlook 2010 – Level 1

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- View Web Pages and Favorites, and work with Office 2010 applications while using Outlook
- Organize Outlook folders by assigning categories, creating rules, and applying filters
- Manage junk e-mail, use autosignatures and stationery, control messages, and use message notifications
- Use the productivity-improvement features of the Calendar, Contacts, Tasks, and Mail folders, as well as create and use Outlook forms
- Work with shared folders, delegate folder access, and archive Outlook items
- Set up Outlook 2010 for mobile use and synchronize mail

Course Content

Getting the Most Out of Outlook 2010

Viewing Web Pages and Favourites ; Integration with Office 2010 Applications ;

Managing Folders

Categories ; Rules Wizard ; Filtering a View ;

Using Advanced Message Features

Organizing Messages ; Using Signatures and Stationery ; Controlling Messages ; Message Notifications ;

Personal Productivity

Calendar ; Contacts ; Forms and Templates ; Mail ;

Sharing Folder Access and Archiving Outlook Items

Working with Shared Folders ; Delegating Folder Access ; Archiving Outdated Items ;

Outlook for Mobile Clients

Working Offline ; Setting Up Outlook for Mobile Use ;

