

Outlook 2019/365

Advanced

Course Code

SSA6007

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

This course is ideal for people who want to use the advanced features of Microsoft Outlook to manage mail, calendars, meetings and tasks more effectively. The course focuses on features which promote organised management of mail, and which enhance group planning and scheduling.

Objectives

At the end of this training course delegates will have gained a knowledge of Outlook's more advanced features. This course shows delegates how to configure advanced message options, use advanced message management options, advanced calendar management options, share your workspaces with others, manage Outlook data files, among other topics

Content

Lesson 1: Configuring Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings, Properties and Options
- Use Automatic Replies

Lesson 2: Advanced Message Management

- Sort Messages
- Filter Messages
- Organise Messages
- Search Messages
- Manage Junk Mail
- Manage your Mailbox

Lesson 3: Advanced Calendar and Task Management

- Manage Advanced Calendar Options
- Manage Additional Calendars
- Manage Meeting Responses
- Assign and Manage Tasks

Prerequisites

Delegates should have attended the Outlook Introduction Course or have equivalent knowledge.

Outlook 2019/365

Advanced

Course Code

SSA6007

Duration

1 Day

FormatClassroom | Classroom/Virtual |
Virtual**Lesson 4: Advanced Contact Management**

- Edit and Electronic Business Card
- Manage Advanced Contact Options
- Forward Contacts
- Export Contacts

Lesson 5: Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share your Calendar
- Share your Contacts
- Using Microsoft 365 Groups

Lesson 6: Managing Outlook Data Files and Accounts

- Back Up Outlook Items
- Change Data File and Account Settings

Lesson 7: Managing Email Security

- Configure Email Message Security Settings