



Microsoft® Outlook (Level 2)

Description: Course highlights include an introduction to features available when using Microsoft Exchange Server with Outlook, complete coverage of text messaging in Outlook, an introduction to Quick Steps, and a discussion on RSS feeds.

Lesson 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

Lesson 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

Lesson 3: Setting Calendar Options

- Set Workdays and Time
- Display an Additional Time Zone
- Set Availability Options
- Create Calendar Groups
- Manage Automatic Meeting Responses

Lesson 4: Tracking Activities Using the Journal

- Record a Journal Entry Automatically
- Record a Journal Entry Manually
- Modify a Journal Entry

Lesson 5: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Lesson 6: Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Send Calendar Information in an Email Message
- Delegate Folder Access to Users

Lesson 7: Customizing the Outlook Environment

- Customize the Ribbon and Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page