

Course Overview

In this 1-day course, designed for experienced Outlook users, you will learn how to customize your Outlook environment, calendar and mail messages to meet your specific needs and learn how to track, share, assign, and quickly locate various Outlook items. You will learn how to track work activities using the Journal, including how to record a journal entry automatically, manually, and how to modify a journal entry. You will also learn how to set your calendar options such as work days and times, and free/busy options. You will learn how to set message options such as delivery options and message formats. You will learn how to create and use rules for managing your mail and notifying senders that you will be out of the office. You will also learn how to create and manage distribution lists for sending messages to groups. Additionally, you will learn about folder permissions and roles, how to delegate access to others and access another user's folder. You will learn how to customize the Outlook toolbar and how to customize your work environment. You will also learn how to use various search functions to locate Outlook items, how to filter messages, organize messages and manager your junk e-mail.

Courses in the Microsoft Outlook Series

Outlook Level 1
- 1 day -

Outlook Level 2
- 1 day -

Course Preparation

Prerequisite Course: *Outlook - Level 1* or equivalent experience.

Course Topics

Tracking Work Activities Using the Journal

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

Setting Calendar Options

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

Managing Tasks

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

Customizing Outlook

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu
- Create a Folder Home Page

Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

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