

## *Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support*

**Aim:** The aim of Outlook Advanced is to look at the more advanced elements of Microsoft Outlook which help you to manage information with ease. Understand how to keep the size of the Outlook files small, use categories to group items such as contacts or tasks and create rules to automatically reply to emails using your create templates. This course is designed for competent users of Outlook who would like more from the application.

### **Course Objectives**

- Understanding & using Profiles
- Understand and work with Archiving
- Add Another User's Mailbox to your Folder List
- Using Categories
- Using the Junk Mail Feature
- Creating Custom Views & Filtering
- Create custom rules with the Rules Wizard
- Delegate Email Messages
- Apply Stationery to Messages
- Create an Outlook Template
- Set up a Standard Reply using a Template
- Work with Quick Steps (2010 version onwards)
- Using Virtual Business Cards
- Understanding Public Folders
- Work with Contacts
- Use Mail Merge to Word with contacts

### **Explanation / Example**

Set up Outlook to prompt for user accounts to login

Understand how Archiving works and set up with your own options

Give permissions and set up other user's folders to display on your list

Understand categories, set up your own categories and assign items to them.

Assign mail as junk and view the settings and junk mail folder

Create your own view of items along with filters

Set up your own rules to automate actions

Delegate someone to send email on your behalf

Set your own fonts and stationary to email

Create an email template

Set an email to generate to users automatically

Set up commonly used features to automatically appear on the ribbon

Create an electronic business card

Create and use public folders (if available)

Work with contact fields including filtering

Merge contact information to Microsoft Word to create individual emails, letters and labels.