

Microsoft Outlook Advanced

Set up and Customising

- Set up and Use Archiving
- Add another user's Mailbox to your Folder List
- Setting up a Master Categories List
- Assign Categories to Outlook items
- Set up and use the Junk Mail Feature
- Set up custom Rules
- Importing and exporting information

Work with Messages

- Customise the View
- Create personal Quick Steps
- Creating Search Folders
- Setting the mail format
- Investigate all message options
- Create Polls
- Create Scheduling Polls
- Use Dictate
- Immersive Reader
- Add Stationary / set default fonts
- Create an Outlook Template
- Set up a Standard Reply using a Template
- Create Quick Parts to insert common text

Work with the Calendar

- Customise and create a Custom View
- Work with Calendar fields
- Use Filters
- Use the Scheduling Assistant

Work with Tasks in Microsoft To Do

- Create Tasks
- Understand and work with Smart Lists
- My Day
- Organise Lists and Tasks
- Add attachments
- Complete Tasks
- Sharing and Collaboration

Work with Contacts

- Investigate the Contact Fields
- Set up a Virtual Business Card
- Create a Mailing List
- Use Mail Merge from a filtered contact list

Folders

- Creating and using Personal Folders
- Create Rules to populate folders automatically

Our hands-on, one-day Microsoft Outlook Advanced course is designed for delegates who are confident with the Introduction level and want to explore Outlook's more advanced features, including customising the interface for a more efficient workflow.

