

Customised IT and Soft Skills training to suit your needs

Microsoft 2013 Outlook Advanced

Outlook 2013 Introduction Course Objectives

After the course, you will be able to:

- Set up Quick steps from multiple Outlook operations
- Customise Outlook view
- Use more advanced contacts features like distribution lists and V cards
- Manage your emails by using flags, tracking and using advanced search
- Use search folders
- Use more advanced calendar features like group schedules and recurring appointments
- Share your mailbox and calendar with others
- Use Outlook Journal

Audience

This course is designed for Existing users of Microsoft Outlook. If you are self-taught, then the course will also help bridge any gaps in your knowledge.

Course Prerequisite

You do not need any previous knowledge of Outlook, but should have basic Microsoft Windows, keyboard and mouse skills

Course Duration

This is a 1 day Outlook Training Course. Course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This Outlook course can be run at our Outlook training centre or any preferred location in the UK. The course can be held on a date that suits you. We do not run public scheduled courses.

Outlook Overview

- Creating Quick step
- Customising the view
- Creating shortcuts to websites
- Using favourites

Contacts

- Creating a distribution list
- More contact folders
- Add a contact from an email
- Shared Contacts
- General Addressing Exporting contacts to Excel
- VCards
- Find Geographical position of contact
- Shared Contacts
- General Addressing Exporting contacts to Excel
- Find Geographical position of contact
- General Addressing Exporting contacts to Excel

Managing Mail

- Have replies sent to someone else
- Expires after, do not deliver before options
- Voting buttons in messages
- Flagging messages for sender and recipient
- Dealing with flagged messages
- Assigning messages to Junk Printing and deleting messages
- Creating and using personal folders Resending and recalling messages
- Tracking mail
- Recalling Mail
- Mail formats
- Creating and using mail folders and personal folders
- Using rules to manage mail
- Finding messages
- Archiving messages
- Use Advanced Find
- Save search folders

Calendar

- Customise the Calendar view
- Recurring Appointments
- Making an entry private
- Calendar in To Do bar
- Group schedules

Sharing

- Share your calendar with others
- Connect to someone else's calendar
- Sharing your Inbox and other folders
- Giving delegate permissions
- Send an email as a delegated person

- Share contacts

Journal

- Starting the journal
- Viewing the journal
- Manual journal entries



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