

## Customised IT and Soft Skills training to suit your needs

### Microsoft 2016 Outlook Advanced

#### Outlook 2016 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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