

Outlook Level 2

Students will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

Course Objectives

- Customize message settings.
- Organize and locate Outlook Messages.
- Set Calendar Options.
- Track activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.

Course Content

Lesson 1: Customizing Message Options

Topic 1A: Modify Message Settings

Topic 1B: Modify Delivery Options

Topic 1C: Change the Message Format

Topic 1D: Set the Out of the Office Notification

Topic 1E: Create a Contact Group

Topic 1F: Insert a Hyperlink

Topic 1G: Create Quick Steps

Lesson 2: Organizing and Locating Messages

Topic 2A: Sort Messages Using Multiple Criteria

Topic 2B: Find Messages Using Instant Search

Topic 2C: Find Messages Using Criteria

Topic 2D: Filter Messages

Topic 2E: Organize Messages

Topic 2F: Manage Junk Email

Lesson 3: Setting Calendar Options

Topic 3A: Set Workdays and Time

Topic 3B: Display and Additional Time Zone

Topic 3C: Set Availability Options

Topic 3D: Create Calendar Groups

Topic 3E: Manage Automatic Meeting Responses

Lesson 4: Tracking Activities Using the Journal

Topic 4A: Record a Journal Entry Automatically

Topic 4B: Record a Journal Entry Manually

Topic 4C: Modify a Journal Entry

Lesson 5: Managing Tasks

Topic 5A: Assign a Task

Topic 5B: Reply to a Task Request

Topic 5C: Send a Task Update

Topic 5D: Track Assigned Tasks

Lesson 6: Sharing Folder Information

Topic 6A: Specify Folder Permissions

Topic 6B: Reply to a Task Request

Topic 6C: Send Calendar Information in an Email Message

Topic 6D: Delegate Folder Access to Users

Lesson 7: Customizing the Outlook Environment

Topic 7A: Customize the Ribbon and Quick Access Toolbar

Topic 7B: Customize the To-Do Bar

Topic 7C: Create a Folder Home Page

Course Length- 1 day (6.5 instructional hours)