MICROSOFT OUTLOOK 2016 - LEVEL 2 & 3 / ADVANCED

Course Code: 6672

Learn advanced features of Outlook 2016 to configure mail accounts, perform advanced searches, apply filters to intercept mail and control spam and create rules to automate management tasks.

In this course, students will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files as well as share and delegate access to your workspaces.

In short, students work with a wide range of features and options and in so doing, understand why Outlook is a leading personal management system.

What You'll Learn

Upon completion of the course, participants will be able to accomplish the following:

- Customize command sets
- Configure mail accounts
- Set global options
- Perform advanced searches
- Apply filters to intercept mail and control spam
- Create rules to automate many management tasks
- Work with calendars and contacts
- Manage tasks
- Protect data with archiving data files
- Share and delegate access to your workspaces

Who Needs to Attend

This course is for people who are interested in advancing their Outlook 2016 skills.

Prerequisites

To ensure your success in this course, students should have end-user skills with any current version of Windows including being able to open and close applications,

navigate basic file structures, and manage files and folders. It will benefit the student to have an introductory course in Outlook or equivalent working knowledge of the software.

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CLASSROOM LIVE	$295 USD	1 Day

Classroom Live Outline

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Managing Your Mailbox

- Use the Junk Mail Filter to Manage Messages
- Manage Your Mailbox

Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Managing Contacts and Groups

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Managing Activities Using Tasks

- Assign and Manage Tasks

Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back-up Outlook Items
- Change Data File Settings

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VIRTUAL CLASSROOM LIVE	$295 USD	1 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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