

# MICROSOFT OUTLOOK 365: PART 2

Course Code: 821482

By the end of this course users should be comfortable in configuring advanced message options, using advanced message management options, managing activities using tasks and calendars, managing and sharing contacts, sharing your workspaces with others, managing Outlook data files and accounts, and managing email security.

Outlook is Microsoft's powerful and easy-to-use personal information management program. This new version of Outlook incorporates some new features and connectivity options in efforts to make managing your email and personal information easier than ever.

This course is intended to help all users get up to speed on the different features of Outlook and to become familiar with its more advanced selection of features. We will cover how to configure advanced message options, use advanced message management options, manage activities using tasks, and calendars, manage your contacts, share your workspaces with others, manage Outlook data files, and understand email security management.

Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

## What You'll Learn

- Configuring Advanced Message Options
- Advanced Message Management
- Advanced Calendar and Task Management
- Advanced Content Management
- Sharing Workspaces with Others
- Managing Outlook Data Files
- Managing E-mail Security

## Who Needs to Attend

This course is intended to help all users get up to speed on the different features of Outlook and to become familiar with its more advanced selection of features.

## Prerequisites

This course assumes the user has completed or has an understanding of the materials covered in the first part of the Microsoft 365 Outlook courseware, including:

- Getting started with Outlook 365
- Composing messages
- Reading and responding to messages
- Managing your messages, calendar, and contacts
- Working with tasks and notes
- Customizing the Outlook environment

# MICROSOFT OUTLOOK 365: PART 2

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Configuring Advanced Message Options**

- Topic A: Insert Advanced Characters and Objects
- Topic B: Modify Message Settings, Properties, and Options
- Topic C: Use Automatic Replies

### **Lesson 2: Advanced Message Management**

- Topic A: Sort Messages
- Topic B: Filter Messages
- Topic C: Organize Messages
- Topic D: Search Messages
- Topic E: Manage Junk Mail
- Topic F: Manage Your Mailbox

### **Lesson 3: Advanced Calendar and Task Management**

- Topic A: Manage Advanced Calendar Options
- Topic B: Manage Additional Calendars
- Topic C: Manage Meeting Responses
- Topic D: Assign and Manage Tasks

### **Lesson 4: Advanced Contact Management**

- Topic A: Edit an Electronic Business Card
- Topic B: Manage Advanced Contact Options
- Topic C: Forward Contacts
- Topic D: Export Contacts

### **Lesson 5: Sharing Workspaces with Others**

- Topic A: Delegate Access to Mail Folders
- Topic B: Share Your Calendar
- Topic C: Share Your Contacts
- Topic D: Using Microsoft 365 Groups

### **Lesson 6: Managing Outlook Data Files and Accounts**

- Topic A: Back Up Outlook Items

- Topic B: Change Data File and Account Settings

## **Lesson 7: Managing E-mail Security**

- Topic A: Configure E-mail Message Security Settings

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Configuring Advanced Message Options**

- Topic A: Insert Advanced Characters and Objects
- Topic B: Modify Message Settings, Properties, and Options
- Topic C: Use Automatic Replies

### **Lesson 2: Advanced Message Management**

- Topic A: Sort Messages
- Topic B: Filter Messages
- Topic C: Organize Messages
- Topic D: Search Messages
- Topic E: Manage Junk Mail
- Topic F: Manage Your Mailbox

### **Lesson 3: Advanced Calendar and Task Management**

- Topic A: Manage Advanced Calendar Options
- Topic B: Manage Additional Calendars
- Topic C: Manage Meeting Responses
- Topic D: Assign and Manage Tasks

### **Lesson 4: Advanced Contact Management**

- Topic A: Edit an Electronic Business Card
- Topic B: Manage Advanced Contact Options
- Topic C: Forward Contacts
- Topic D: Export Contacts

### **Lesson 5: Sharing Workspaces with Others**

- Topic A: Delegate Access to Mail Folders
- Topic B: Share Your Calendar
- Topic C: Share Your Contacts
- Topic D: Using Microsoft 365 Groups

### **Lesson 6: Managing Outlook Data Files and Accounts**

- Topic A: Back Up Outlook Items

- Topic B: Change Data File and Account Settings

### **Lesson 7: Managing E-mail Security**

- Topic A: Configure E-mail Message Security Settings

Jul 10 - 10, 2026 | 9:00 AM - 5:00 PM EDT

Oct 9 - 9, 2026 | 9:00 AM - 5:00 PM EDT



# MICROSOFT OUTLOOK 365: PART 2

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PRIVATE GROUP TRAINING

1 Day

Visit us at [www.globalknowledge.com](http://www.globalknowledge.com) or call us at 1-866-716-6688.

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