Outlook Advanced

This course is for anyone who needs to use some of the more advanced features of Microsoft Outlook to organise e-mail using categories, use advanced search methods to find emails, schedule meetings and share calendars, manage contacts, customize views and appointments and create and use Rules.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: People who are experienced with the email functionality of Outlook and who need to learn to use the other components in Outlook more effectively.

Prerequisites: Successful completion of MCI Solutions' Outlook Intermediate course or equivalent knowledge and skills are required to participate in this course.

Learning Outcomes

At the end of this program you will be able to:

- Organize messages using colour categories
- Use advanced search methods to find emails
- Create custom views
- Create and modify Rules
- Schedule meetings and share calendars
- Manage contacts

Course Content

Organising Messages

- Creating a Message Folder
- Moving Messages
- Copying Messages
- Deleting Messages
- Recovering Deleted Messages
- Cleaning Up Conversations
- Working with Favourites
- Deleting Message Folders
- Recovering Deleted Folders
- Emptying Deleted Items
- Automating Common Tasks with Quick Steps

Customising a Default Quick Step

- Creating a Quick Step
- Using Quick Steps
- Archiving Messages
- Recovering Archived Messages

Searching

- Using Instant Search
- Expanding the Search
- Search Query Syntax
- Search Query Syntax Dates and Size
- Using Recent Searches
- Search Options
- Searching Other Outlook Items
- Using a Search Folder
- Customising Predefined Search Folders
- Creating a Custom Search Folder

Working with Views

- Changing the Current View
- Arranging Messages Within a View
- Sorting Messages Within a View
- Working with Columns in a View
- Formatting Columns in a View
- Creating a Custom View
- Adding a Filter to a Custom View
- Deleting a Custom View

Colour Categories

- Creating a New Colour Category
- Assigning a Colour Category
- Finding Messages with Categories
- Removing Categories from Messages
- Deleting a Colour Category

Working with Rules

- About Rules
- Creating a New Rule from a Template
- Selecting the Rule Conditions
- Selecting the Rule Actions
- Selecting the Rule Exceptions
- Naming and Reviewing the Rule
- Testing the Rule
- Managing Existing Rules

Email Techniques

- Effective Email Management
- Recalling a Sent Message
- Printing a Message
- Printing a Message List
- Message Formats
- Changing the Message Format
- Choosing Themes or Stationery
- Applying a Theme or Stationery to a Message
- Turning Themes or Stationery Off
- Applying a Theme
- Saving a Message Draft
- Using a Saved Message
- Sending a Voting Message
- Responding to a Voting Message
- Tracking Voting Responses
- Sending Automatic Responses

Scheduling Meetings

- Scheduling a Meeting
- Meeting Response Options
- Responding to Meeting Requests
- Tracking Meeting Responses
- Changing a Meeting
- Adding or Removing Attendees
- Preventing Responses
- Cancelling a Meeting
- The Scheduling Assistant
- Using the Scheduling Assistant
- Scheduling Meetings Using Calendar Groups

Managing Contacts

- Adding a Contact from an Email
- Pinning a Contact to Favourites
- Contacting a Contact
- Contacting a Contact from the People Peek
- Forwarding Contacts
- Creating a Contact Group
- Using a Contact Group
- Using a Partial Contact Group
- Deleting Members from a Contact Group
- Linking Contacts