



# Course Outline

## Outlook - Intermediate



Versions 2007/2010/2013/2016

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**Program Objectives:** Students will learn how to use Outlook for managing messages, to use rules, to delegate permissions, and for managing tasks.

- ◆ Introduction to Microsoft Outlook
- ◆ Inbox Icons
- ◆ Sorting the Messages
- ◆ Creating a Detailed Sort
- ◆ Auto Preview Mode
- ◆ Changing the Views
- ◆ Office Assistant
  - How to Use
  - How to Change
  - How to Hide
  - Selecting Options
- ◆ Creating a Draft
- ◆ Outlook Rules
  - How to Use
  - Alert Message
  - Confirming a Rule
  - Changing/Deleting a Rule
- ◆ Out of Office Assistant
  - How to Use
  - Setting Up an Automatic Reply
  - Testing the Auto Reply Feature
  - Disabling the Auto Reply Feature
- ◆ Assigning Delegates to Your Mailbox
- ◆ Sending Messages on Behalf of Others
- ◆ Testing the Delegate Assignment
- ◆ Flagging Messages
  - How to Use
  - Marking the Flag Complete
  - Removing the Message Flag
- ◆ Setting a Delivery or Expiration Date
- ◆ Taking a Vote
- ◆ Enabling the Message Header
- ◆ Formatting Views
- ◆ Saving a Message as a File
- ◆ Saving Attachments
- ◆ Setting Up the Contacts List
  - Changing the Default Address List
  - Adding Names to Contacts
  - Using the Find Feature
  - Adding Internet Addresses
  - Creating Contacts from Incoming E-Mail
- ◆ Setting Up Mail Defaults
- ◆ AutoArchive Feature
- ◆ Navigation Pane
  - How to Hide/Display
  - How to Configure
  - Customizing the Favorite Folders
- ◆ Adding or Removing a Folder from the Favorite Folders Group
- ◆ Calendar
  - Returning to Today's Date Quickly
  - Going to Specific Date Quickly
  - Using the Auto Date Feature
  - Planning an All Day Event
  - Opening Other Users Calendars
  - Removing a Shared Calendar
- ◆ Permissions
  - Granting Permissions to Other Users
  - Have Co-Worker Open Your Mailbox
  - Testing Out the Reviewer Access Permission
- ◆ Task List – Assigning to Others
- ◆ Notes Feature
- ◆ Mail Merge Using Outlook Contacts

### Course Prerequisite

Must have Outlook – Basics or equivalent experience