



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Microsoft Outlook Level 2

Duration: 1 Day

Objectives: This course is designed for existing users of Microsoft Outlook. Users will learn how to customise the Outlook environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Prerequisites: This course is aimed at existing users of Microsoft Outlook who have attended the Microsoft Outlook Level 1 course or who have a basic understanding of Outlook.

Working with the Journal

- Record a Journal Entry Manually
- Record a Journal Entry Automatically
- Modify a Journal Entry

Setting Calendar Options

- Set work days and times
- Display other time zones
- Set Busy/Free time

Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Message Formats
- Out Of Office Assistant
- Insert Hyperlinks

Working with Folders

- Setting Folder Permissions
- Access other users Folders
- Delegate Access to Folders

Customising Outlook

- Customising the Toolbar
- Creating a new Toolbar
- Customising the Menu
- Creating a new Menu

Working with Messages

- Sorting Messages
- Sorting Message using Multiple Criteria
- Find Messages
- Working with Filters
- Manage Junk Emails

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