

Microsoft Office Outlook Information Management Course Outline



Course aims:

By the end of this course users will be able to customise outlooks messages, categories, rules, views, print styles and be able to manage their files effectively.

Pre-requisites:

Must have attended the Outlook Basics course or been using Outlook for at least six months on a daily basis

Who should attend:

Anyone who needs to use the advanced features and be able to customise their Outlook workspace.

Duration: 1 day

Customising Outlook	Customising: the Outlook bar, calendar, contacts, tasks, task assignment, journal, notes
Manage messages	Resend a message, recall or replace a message, flagging messages, flagging contacts, change due dates on flags, clear flags, set notifications, turn off automatic saving of messages, using out of the office assistant, create and modify a distribution list, insert a hyperlink
Locating Outlook items	Sort messages using multiple criteria, find messages, find messages using multiple criteria, filter messages, organize messages, manage junk email
Working with contacts	Forward contacts, create a vcard from a contact, export contacts, Perform a mail merge, link items to a contact p
Categories	Assign a folder item to a category, add categories, manage master category list. Grouping, sorting, filtering
Working with rules	Using the rules wizard, importing & exporting rules, meeting requests, task requests, and documents, automate processes, create rules, delete rules, modify rules.
Customising views	Set up columns, add columns, remove columns, column format, column fit, column alignment, create custom views.
Print Styles	Standard styles, choosing alternative styles, print & assemble a booklet, print options, print preview, modify a print style, change formats, paper & page types, contact address or label, page orientation, custom paper size.
Offline folders	Create Outlook data file, folders, move messages
Sharing information	View, access and share information with other users, delegate options.

COURSE OUTLINE