Microsoft Outlook Level 2

Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

Prerequisites

Participants should have taken Outlook Level 1 or have equivalent knowledge.

Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

Course Outline

Customize Message Options

Modify Message Settings

Modify Delivery Options

Create a Contact Group

Insert a Hyperlink

Create Quick Steps

Organizing and Locating Messages

Sort Messages

Find Messages Using Instant Search

Organize Messages

Setting Calendar Options

Set Workdays and Time

Display an Additional Time Zone

Set Availability Options

Create Calendar Groups

Managing Tasks

Assign a Task

Reply to a Task Request

Send a Task Update

Track Assigned Tasks

Sharing Folder Information

Specify Folder Permissions

Access Another User's Folder

Send Calendar Information in an Email Message

Delegate Folder Access to Users

Also Includes

- Reference Material.
- Certificate of completion