

Microsoft Outlook Level 3

Course Length

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

Prerequisites

Participants should have taken Outlook Level 1 and Outlook Level 2 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

Personalizing Your Email

Apply Stationery and Themes

Create a Custom Theme

Create a Signature

Modify Signatures

Organizing Outlook Items

Create Search Folders

Apply Conditional Formatting

Managing Contacts and Contact Information

Forward Contacts

Edit an Electronic Business Card

Export Contacts

Creating a Custom Outlook Form

Customize a Form

Create Outlook Items Based on a Custom Form

Sharing with Others

Access Another User's Folder

Send Calendar Information in an Email Message

Delegate Folder Access to Users

Customize the Quick Access Toolbar

Also Includes

- Reference Material.
- Certificate of completion