

Course Description:

This workshop helps users continue their exploration of Microsoft Outlook. Learn how to set advanced options, organize your inbox with custom folders, use Rules, Flags & Categories, use conditional formatting, learn to use Outlook's various search tools, use Word's Merge Feature to create personalized messages, create & edit business cards. You will also learn about calendar sharing and advanced meeting scheduling techniques, as well as many techniques to become more efficient in the program.

Module 1 – Customize Your Mail

- Custom Folders
- Modifying Favorites
- Creating Personal Folders
- Opening and Closing Personal Folders
- Creating a Message Rule from a Template
- Creating Rules from Existing Messages
- Managing Rules
- Applying Conditional Formatting to Messages
- Recalling Messages
- Email Expirations
- Automatic Replies
- Junk Email
- Archiving Data
- Creating Business Cards
- Signature Files

Module 2 – Organization Tools

- Using AutoCreate
- Using Quick Flags for Follow-up
- Customizing Categories
- Assigning Categories
- Viewing Items by Category
- Finding Information with QuickFind
- Using Instant Search
- Customizing Search Options
- Using and Creating Search Folders
- Using the Merge Feature to Create Personalized Messages
- Tracking Activities Involving Contacts
- Conversation Management
- Creating & Using Quick Steps

Module 3 – Advanced Calendar & Meeting Options

- Sharing Calendars
- Sending Calendars via Email
- Sharing Calendars
- Arranging Meetings
- Inviting Attendees to Meetings
- Using AutoPick or the Scheduling Assistant
- The Calendar Scheduled View
- Voting Buttons

Module 4 – Sharing Information

- Information Sharing Overview
- Permitting Others to Access Your Outlook Folders
- Opening another User's Folder
- Granting Permission to a Delegate
- Accessing Folders as a Delegate
- Sending Messages as a Delegate
- Setting Permission Levels