



## MICROSOFT OUTLOOK – ADVANCED

*A One Day Course Covers:*

### 1. Organising and Managing Your Information

- Creating, Saving, and Applying Views
- Creating a View; Grouping Items
- Sorting Items; Filtering Items
- Defining and Saving a View
- Applying a View; Categories
- Advanced Find; Archiving Folders
- Setting Up AutoArchive; Restoring Archived Items

### 2. Customising Outlook

- What is Outlook Today?
- Setting Outlook Today as Default Opening View
- Browsing the Web with Outlook
- Customising the Outlook Bar
- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising Toolbars; Creating a Toolbar
- The Menu Bar; Creating a Form
- Saving and Publishing a Form
- Setting up User-Profiles

### 3. Managing Messages

- Finding Related Messages
- Tracking Delivery and Read Mail
- Recalling a Message; Managing Mail Automatically
- Moving New Mail to a Folder Automatically
- Using the Rules Wizard; Using the Out of Office Assistant
- Changing the Look of Mail; Creating a Mail Template
- Working with Personal Address Book (PAB)
- Adding a PAB to a User Profile
- Copying Names from Address Lists to Your PAB
- Creating a Personal Distribution List (PDL)

### 4. Offline Folders

- What are Offline Folders?; Setting Up an Offline Folder
- Creating a Quick Synchronisation Group
- Setting Message Size Limits; Synchronising Folders

### 5. Working with Contacts

- Sharing Contacts Using Virtual Business Cards
- Using a vCard as Your Signature for Messages
- Sharing Contacts; Receiving a vCard
- Flagging Contacts for Follow-up
- Integrating Contacts with Other Outlook Components
- Using Contacts with Office Applications

### 6. Sharing Files and Information

- Overview of Sharing Data Using Outlook
- Sharing Office Files via E-mail
- Shared Folder Update Settings
- Sharing Information in Public Folders
- Posting/Replying to Information in a Public Folder
- Opening and Viewing a Public Folder
- Sending a File to a Public Folder

### 7. Working with the Calendar

- Publishing your Calendar as a Web Page
- Setting Holiday Information
- Setting Time Zone Information

### 8. Events

### 9. The Journal



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