



Microsoft Outlook 2016: Advanced

Overview: In this course, students will learn how to use Microsoft Outlook 2016 advanced features to customize and manage email communications; including using advanced features to organize emails, manage calendar settings and options, manage contact information, schedule tasks, and manage Outlook backups and data file settings.

Prerequisites: To ensure success, students should have completed CMC's *Microsoft Office Outlook 2016: Introduction* course or possess equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Lesson 3: Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Lesson 4: Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Lesson 5: Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Lesson 6: Managing Contacts

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Lesson 7: Managing Activities by Using Tasks

- Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Lesson 9: Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings