

Microsoft® Office Outlook® 2016: Advanced



[Ctrl+ Click here
to enquire about
this course:](#)

Course Duration:

1 day

Course Description:

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange Server and the front-end intuitive user interface of Microsoft® Office Outlook® 2016.

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

This course builds upon the foundational knowledge presented in the *Microsoft® Office Outlook® 2016: Part 1* course and will help you customize a communication system well-suited to your work styles. In addition, this course will help you prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Outlook 2016.

Course Objectives:

In this course, you will use Outlook's advanced features to customize and manage your email communications, including using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook backups and data file settings.

You will:

- Modify messages and set global options.
- Organize, search, and manage messages.
- Manage your mailbox.
- Automate message management.
- Work with calendar settings.
- Manage contacts and groups.
- Manage activities by using tasks.
- Share workspaces with others.
- Manage Outlook data files.

Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders. Additionally, it will benefit you to have basic Outlook skills. You can obtain these skills and knowledge by taking the following Logical Operations course:

- *Microsoft® Office Outlook® 2016: Part 1*

For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk

Microsoft® Office Outlook® 2016: Advanced



[Ctrl+ Click here
to enquire about
this course:](#)

Course Content

Lesson 1: Modifying Messages and Setting Global Options

Topic A: Insert Advanced Characters and Objects
Topic B: Modify Message Settings and Options
Topic C: Configure Global Outlook Options
Topic D: Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages
Topic B: Filter and Manage Messages
Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

Topic A: Use the Junk E-Mail Filter to Manage Messages
Topic B: Manage Your Mailbox

Lesson 4: Automating Message Management

Topic A: Use Automatic Replies
Topic B: Use the Rules Wizard to Organize Messages
Topic C: Create and Use Quick Steps

Lesson 5: Working with Calendar Settings

Topic A: Set Advanced Calendar Options
Topic B: Create and Manage Additional Calendars
Topic C: Manage Meeting Responses

Lesson 6: Managing Contacts

Topic A: Import and Export Contacts
Topic B: Use Electronic Business Cards
Topic C: Forward Contacts

Lesson 7: Managing Activities by Using Tasks

Topic A: Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

Topic A: Delegate Access to Outlook Folders
Topic B: Share Your Calendar
Topic C: Share Your Contacts

Lesson 9: Managing Outlook Data Files

Topic A: Use Archiving to Manage Mailbox Size
Topic B: Back Up Outlook Items
Topic C: Change Data File Settings

Appendix A: Microsoft Office Outlook 2016 Exam 77-731

Appendix B: Configuring Email Message Security Settings

Appendix C: Microsoft Outlook 2016 Common Keyboard Shortcuts

For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk