

# Microsoft Outlook Advanced – 1 Day



## Pre-requisites

To gain the most from this course participants should have completed the Microsoft Outlook Essentials course or have equivalent knowledge prior to commencing this course.

## Description

### Do you need to:

- Manage and organise your e-mail more effectively
- Schedule and track meetings
- Create templates and rules
- Create task requests for others to perform
- Collaborate through shared calendars, folders and tasks

## Aim

Our Microsoft Outlook Advanced course is suitable for those with a good working knowledge of Outlook who wish to progress to the most complicated functions and features.

## Learning Outcomes

**At the completion of this course you should have the skills and knowledge to:**

At the end of this Outlook training you will have a sound practical knowledge of Outlook advanced features. You will feel more than confident using Outlook and be able to set up rules to filter emails and to use templates to customise your emails.

## Topics Covered

**Key topics covered on this course include:**

### Customising the Outlook Experience

- The Outlook Today view
- Outlook message formats
- Changing the Favourites list

- Adding shortcuts to the Navigation/Folder pane
- Deliver and read receipts
- Redirecting replies
- Delaying the delivery of messages
- Using voting buttons to create or respond to polls (exporting responses to Excel)

### Advanced Calendar and Task Usage

- Recurring meetings
- Tracking meeting attendees
- Assigning and managing tasks and tracking assignments

### Rules and Automation

- Creating and working with templates
- Creating and using Quick Steps
- Creating Rules and Alerts to handle messages automatically
- Categorising emails
- Applying Conditional Formatting

### Advanced Search Options

- Creating a new Search folder from pre-defined criteria
- Using instant search and filtering

### Sharing

- Sharing your Outlook folders
- Viewing other calendars
- Sending a calendar snapshot
- Creating distribution lists

### Advanced Customisation and working with Data files

- Changing message views
- Grouping messages
- Viewing your Inbox messages by Conversation Thread

### Introduction to OneNote

- Understanding the OneNote space

**(OPTIONAL): Use Auto Archiving to manage mailbox size**



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