Outlook Level 2 – Personal Management

What do I need?
Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. A basic knowledge of E-mail is recommended.

How long is the course?
1 Day

Who should attend?
This course is designed for learners who require the skills to customise the Outlook environment, calendar, and e-mail messages and who need to track, share, assign, and locate various Outlook items.

Customising Message Options
Modify Message Settings
Modify Delivery Options
Change the Message Format
Set the Out of Office Notification
Create a Contact Group
Insert a Hyperlink
Create Quick Steps

Organise and Locate Messages
Sort Messages Using Multiple Criteria
Find Messages Using Instant Search
Find Messages Using Multiple Criteria
Filter Messages
Organise Messages
Manage Junk Email

Setting Calendar Options
Set Workdays and Time
Display an Additional Time Zone
Set Availability Options
Create Calendar Groups
Manage Automatic Meeting Responses

Track Activities Using the Journal
Record a Journal Entry Automatically
Record a Journal Entry Manually
Modify a Journal Entry

Managing Tasks
Assign a Task
Reply to a Task Request
Send a Task Update
Track Assigned Tasks

Sharing Folder Information
Specify Folder Permissions
Access Another User's Folder
Send Calendar Information in an E-mail Message
Delegate Folder Access to Users

Customise the Outlook Environment
Manually Archive a Folder
Set Automatic Archive Options
Customise the Ribbon
Customise the Quick Access Toolbar
Customise the To-Do Bar
Create a Folder Home Page

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