

# Outlook 2010 Advanced

(Half Day)

**Course Description:** In this course, students will learn to work with emails, calendars, contacts, journals using more advanced features.

**Prerequisites:** Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders. Introduction and Outlook 2010 or equivalent experience. Students must be strongly proficient in Microsoft Outlook.

## Setting Calendar Options

- Set Work Days and Times
- Display Time Zones
- Set Availability Options

## Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Out of Office
- Create a Distribution List
- Insert a Hyperlink

## Tracking Work Activities Using the Journal

- Auto-Record Journal Entry
- Record Journal Entry
- Modify Journal Entry

## Managing Tasks

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

## Sharing Folder Information

- Specify Folder Options
- Delegate Access to Folders
- Access User's Folder
- Send Calendar Information

## Customizing Outlook Environment

- Customize the Toolbar
- Create a new Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the Ribbon
- Outlook Today
- Customize the To-Do Bar
- Create a Folder Home Page

## Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Outlook Items Using Multiple Criteria
- Filter Messages
- Conversation View
- Organize Messages
- Manage Junk Mail

## Working with Public Folders

- Create a Public Folder
- Add Users to a Public Folder
- Post Information in a Public Folder
- Send an Email Message to a Public Folder

