



DEVORE
TECHNOLOGIES



Outlook 2013 Advanced

Upcoming Computer Classes

Our class schedule is always current at www.devore.com/training

Course Description: Learn more of Outlook's advanced features using email, calendars, contacts, tasks and journal. Customization of Outlook allows the user to be more efficient in managing all the information that flows through Outlook. Message options and using search tools make Outlook even more powerful.

Prerequisites: Outlook 2013 Introduction. Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Course Length: 3 hours

Customize the Outlook Environment

- Customize the Quick Access Toolbar
- Customize the ribbon
- Outlook Today
- Customize the To-Do Bar

Customize Message Options

- Modify message settings
- Modify delivery options
- Change the message format
- Notify others you will be out of office
- Create a contact group
- Insert a hyperlink

Set Calendar Options

- Set work days and times
- Display an additional time zone
- Set availability options

Share Folder Information

- Specify folder options
- Delegate access to folders
- Access another user's folder
- Send calendar information in email

Locate Outlook Items

- Sort messages using multiple criteria
- Find messages
- Find outlook items using multiple criteria
- Filter messages
- Conversation view
- Organize messages
- Manage junk mail

Manage Tasks

- Assign a task
- Reply to a task request
- Send a task update
- Track assigned tasks

Track Work Activities Using the Journal

- Automatically record a journal entry
- Manually record a journal entry
- Modify a journal entry



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