

Course

Outlook Intermediate Boot Camp

Length

Three hours

Audience

This class covers many Outlook features that will save you time and increase your efficiency. Learn to automate mail handling using the Rules Wizard. Organize your folders with the Organize Tool. Manage junk e-mail efficiently. Discover how easy and important it is to archive your old mail items so you won't "run out of space".

Prerequisites

Participants must be comfortable with the e-mail and calendar features of Outlook.

Topics

Module 1: The Outlook Calendar

- ◆ Scheduling appointments /recurring appointments
- ◆ Making changes to appointments
- ◆ Printing your calendar

Module2: The Meeting Planner

- ◆ Scheduling a meeting / Inviting others to a meeting
- ◆ Tracking meeting responses

Module 3: Using Calendar Tools

- ◆ Using Flags
- ◆ Color code categories
- ◆ Using email to create calendar appointment

Module 4: Review of Advanced Mail Features

- ◆ Creating Folders
- ◆ Attaching files
- ◆ Distribution lists and Internet addresses
- ◆ Tools: Out of Office Assistant (auto-replies), Auto Signatures

Module 5: Automating Mail Handling

- ◆ The Rules Wizard
- ◆ Managing junk e-mail

Module6: Managing others with Outlook

- ◆ Share Calendar with others
- ◆ Redirecting meeting requests to a delegate
- ◆ Delegate / track tasks
- ◆ Share Contact / Groups