OUTLOOK 2013
Intermediate/Advanced Level

OBJECTIVES

At the end of the course, the participant will be able to use the email function, send and receive messages, manage Office documents and various components, Outlook messaging features, Contacts and the calendar.

The participant will deepen the various Outlook management functions.

TARGET CLIENTELE

Everyone

PREREQUISITES

Have taken the Outlook for beginners course

COURSE SYLLABUS

1. **Advanced Messaging Options**
   - Introduction
   - Define the Advanced Messaging Options
   - Track messages
   - Answer without changing Windows (Lync)
   - Set the message tracking options
   - Insert Hyperlinks in messages
   - Organize messages
   - Create messagess thanks to the models

2. **The Newspaper Outlook**
   - Enable log
   - Keep a trace of a conversation

3. The Notes
- Change the appearance of notes
- Create a new note
- Change the display of notes
- Create a message from a note
- Insert ae note in a message

4. Access Rights
- Grant access rights

5. The Outlook Address Book
- Manage the Outlook address book
- Data archiving
- Know the size of your personal files
- Manage PST files (Personal Store Folder)
- Archive files

6. Public Records
- Use public folders
- Delete a folder

7. Managing the Outlook Screen
- Edit views
- View a preview of messages in the message list
- Create personal viewings
- Use categories
- Define a grouping key
- Use filters

8. Annexes
- Connect to Hotmail without supplements
- Configuration the Outlook address book
- Define Outlook as startup program
- Merge contacts with Word
- Create a new view
- Specify hardof a task or other element
- Search