

OUTLOOK 2016

Intermediate/Advanced Level

OBJECTIVES

At the end of the course, the participant will have acquired the ability to use the advanced features for the Windows environment, such as managing appointments, task management, calendar management, mailing, etc.



TARGET CLIENTELE

Public

PREREQUISITES

Have taken Outlook, beginner level

COURSE SYLLABUS

1. Mailing

- Create a mail merge
 - Type letter
 - Label
 - Directory
- Merge a document with Outlook contacts

2. Managing Group Calendars

- Defining the basic concept
- Create and use a personal calendar
- Schedule meetings within calendars
- Create a calendar group
- Send a meeting request to a contact and check its availability
- Apply colors to the calendar

3. Daily Information Management

- Put order in the Inbox
- Use automated email management rules
- Use personal folders to store information and subfolders
- Automatically delete emails
- Archive Folders (backup)
- Use reminders, notes, or tasks as a checklist

4. Applying Rules for Emails

- Define complex rules
- Facilitating the execution of rules

5. Managing Absence Messages

- Create an absence message from the complex desktop
- Transferring a message during the absence of the Office

6. Toolbars and Display Management

- Show messages
- Show contacts
- Move headers and columns
- Sort columns
- Create groups in the Outlook bar
- Add notebooks, calendars, etc.

7. Custom Signature Management

- Create multiple signatures
- Create business cards

8. Task Management

- Assign a task
- Track a task
- Transform a task into a recurring task