Microsoft Outlook for Office 365 Desktop or Online: Part 2

Course Content

Course Description:

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

Note: Most Microsoft® 365 users perform the majority of their daily tasks using the desktop version of the Office apps, so that is the focus of this training. The course material will also include helpful notes throughout the material to alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course builds upon the foundational knowledge presented in the Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1 course and will help you customize a communication system well-suited to your work style.

This course may be a useful component in your preparation for the Microsoft Outlook (Microsoft 365 Apps and Office 2019): Exam MO-400 certification exam.

Course Objectives:

Upon successful completion of this course students will:

- Use Outlook's advanced features to customize and manage your email communications, including: using advanced features to organize emails; managing calendar settings and options; managing contact information; scheduling tasks; and managing Outlook archives and data file settings.
- Insert objects in messages, and modify properties and global options.
- Organize, search, and manage messages.
- Protect your mailbox and manage its size.
- Use rules and Quick Steps to automate message management.
- Work with advanced calendar settings.
- Import and forward contacts.
- Assign delegate permissions and share Outlook items with others.
- Archive and back up Outlook items using data files.

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Course ID #: 7000-829-ZZ-Z

Hours: 7

Prerequisites:

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. Additionally, it will benefit you to have basic Outlook skills. To obtain this level of skills and knowledge, you can take any one or more of the following courses:

Using Microsoft Windows 10 (Second Edition)
Microsoft Outlook for Office 365 (Desktop or Online): Part 1

Target Audience:

This course is intended for those with a basic understanding of Microsoft® Outlook® and who need to know how to use its advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

Topics:

Lesson 1: Modifying Message Properties and Customizing Outlook
- Insert Hyperlinks and Symbols
- Modify Message Properties
- Add Email Accounts to Outlook
- Customize Outlook Options

Lesson 2: Organizing, Searching, and Managing Messages
- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Lesson 3: Managing Your Mailbox
- Manage Junk Email Options
- Manage Your Mailbox Size

Lesson 4: Automating Message Management
- Use Automatic Replies
- Use Rules to Organize Messages
- Create and Use Quick Steps

Lesson 5: Working with Calendar Settings
- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Lesson 6: Managing Contacts
- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Lesson 7: Sharing Outlook Items

- Assign and Manage Tasks
- Share Your Calendar
- Share Your Contacts

Lesson 8: Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Work with Outlook Data Files