



Sharing Outlook® 2016 Workspaces with Others

Course ID #: 7000-561-ZZ-Z

Hours: 1.5

Course Content

Course Description:

In addition to managing your own email, contacts, and calendar, Outlook enables you to share Outlook items or delegate access to your workspaces to another person. In this course, you'll learn how to share your Outlook folders, calendar, and contacts to facilitate your collaboration with others.

Target Student:

This course is intended for people who have basic competence with Outlook and want to know how to use Outlook's advanced features.

Topics:

Topic A: Delegate Access to Outlook Folders

- Delegates
- Permission Roles
- Folder Sharing Permissions
- How to Delegate User Access to Mail Folders Using Permissions
- Delegating Calendar Access

Topic B: Share Your Calendar

- Share Calendar Options
- How to Share Your Calendar
- Sharing Your Calendar with Another User

Topic C: Share Your Contacts

- Share Contacts Command
- View Shared Contacts
- How to Share Contacts
- Sharing Your Contacts with Another User