

MICROSOFT OUTLOOK - ADVANCED

COURSE LISTING

Duration: 1 Day

SHARING OBJECTS WITH OTHER USERS

- Compare Delegate Access, Shared Private Folders and Public Folders
- Outlook Folder Permissions
- Set Sharing Permissions for a Folder
- Opening a Shared Folder
- Send a Private Folder shortcut in a mail message
- Placing a Shared Folder in Favorites

INBOX

- Sharing the Inbox Folder
- Setting Permissions
- Setting Delegate Access
- Receiving another users mail messages
- Sending on behalf of another user

FORMS

- Creating a mail message template
- Using a template

CALENDAR

- Scheduling Meetings
- Sending a calendar by email
- Creating/Selecting/Deleting a View
- Sharing Calendars
- Managing your Free/busy information
- Creating a New Calendar
- Viewing Multiple Calendars
- Setting Permissions

EXCHANGE CALENDAR ASSISTANT

- Resource Scheduling (Previous Versions)
- Resource Booking Assistant (2010+)

CONTACTS

- Electronic Business Cards
- Using Contacts from within Word
- Mail Merging using Contacts as the Data Source
- Sorting & Filtering Contacts
- Mailing a Contact
- Sharing Contacts

TASKS

- Creating Tasks
- Assigning a Tasks
- Sending & Receiving Update Status Reports
- Creating Messages & Meetings from Tasks

ARCHIVING DATA

- Archive items manually
- Setting up Auto Archive
- Deleting Items Automatically
- Deleting Expired Mail Messages

PUBLIC FOLDERS

- Use of public folders
- Ownership/Administration of public folders
- Setting View Permissions
- Copying a folder to Public folders
- Setting Permissions for a workgroup
- Adding a Public Folder to Favourites

CREATE A RULE WITH THE RULES WIZARD

- Creating an AutoReply
- For Internal recipients
- For External recipients
- Scheduling Out of Office in Advance
- How rules are applied
- Turning rules on/off
- Conditions and Criteria
- Deleting a Rule

HOUSEKEEPING

- Creating a Folder in your Mailbox
- Mailbox Cleanup