Microsoft Office - Outlook Advanced
1 Day Course

Overview

This course covers the skills required to manage Outlook's Calendar, Contacts and Tasks features efficiently.

Audience

This course is designed for anyone wanting to organise and view their data and time commitments in many ways.

Course Objectives

At the end of this course, delegates will be able to create and manage calendars, tasks and their contacts effectively.

Prerequisites

Delegates should have attended or be familiar with the content of the Introduction course.

Course Contents (1 day)

- Calendar
  - Set Workdays and Time
  - Display an Additional Time Zone
  - Set Availability Options
  - Creating Appointments/Events/Meetings
  - View, Copy, Move dates/times
  - Recurring events - Series v Occurrence
  - Setting permissions
  - Setting Reminders
  - Managing meeting requests
  - Responding to Meetings – Decline, Accept, Amend, Change
  - Adding Attendees, Distribution Lists & Resources
  - Scheduling/Free time for meetings
  - Using AutoPick & Tracking
  - Amend/Send/Cancel Updates
  - Side by Side calendars
  - Share/View multiple calendars
  - Schedule view
  - Email calendar snapshots
  - Calendar overlays
  - Adding National Holidays

- Creating a Calendar for a Resource
  - Giving Permissions
  - Booking a resource, using Room Finder
  - Viewing & Cancelling bookings
  - Managing Resources
- Categories
  - Applying & Viewing
  - Master List v Adding to List
- Shared Folders
  - Creating a Shared Folder
  - Folder Types & Permissions
  - Saving Messages
  - Copying Documents & Viewing contents
  - Managing a Shared Folder
- Contacts
  - Creating contacts
  - Customising Views
  - General, Details and Activities Tab
  - Assigning Categories & Colours
  - Sending and Receiving vCards
  - Adding new contacts from email
  - Creating/Editing Distribution Lists
  - Emailing to Distribution lists
  - Contact Card (only if using Microsoft Office Communicator)

- Tasks (To Do bar)
  - Recurring & Prioritising
  - Assigning Categories
  - Viewing, Status & Completing
  - Integrating tasks with the Calendar
  - Assigning tasks to Others
  - Accepting/Declining tasks
  - Completing tasks
  - Tracking the progress of tasks

- Mail merge
  - Merge e-mail with Outlook contacts
- Other Outlook Features
  - Create electronic Business Cards
  - Setting as Start Up Folder
  - The Journal
  - Using Notes

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Customised Option

If required you can customise the content to create your own course. Just "Pick 'n' Mix" content from the Introduction and Advanced course and we will accommodate your requirements.