

Microsoft Office Outlook 2013: Part 2

Course Overview

This course provides students with the knowledge and skills to utilize the advanced features provided with the Microsoft Outlook 2013 interface, such as advanced message, calendar, and contacts management.

<u>Course Introduction</u>	3m
Course Introduction	
<u>Lesson 01 - Configure Advanced Message Options</u>	41m
Topic A: Insert Advanced Characters and Objects	
Hyperlinks	
WordArt	
Equations	
Symbols	
Tables	
Charts	
Chart Types	
Quick Parts	
Demo 1-1: Inserting Advanced Characters and Objects in an Email	
Topic B: Modify Message Settings, Properties, and Options	
Importance Levels	
Sensitivity Levels	
The From Option	
Delivery Options	
Language Options	
Advanced Options	
Demo 1-2: Modifying Message Settings, Properties, and Options	
Topic C: Use Automatic Replies	
The Automatic Replies Dialog Box	
Automatic Reply Rules	
Demo 1-3: Using an Automatic Reply	
Lesson 01 Review	
<u>Lesson 02 - Advanced Message Management</u>	34m
Topic A: Sort Messages	
The Sort Dialog Box	
Demo 2-1: Sorting Your Messages	
Topic B: Filter Messages	
The Filter Dialog Box	
Demo 2-2: Filtering Your Messages	
Topic C: Organize Messages	
Default Conditional Formatting Rules	
The Rules Wizard	

Demo 2-3: Organizing Your Messages
Topic D: Search Messages
The SEARCH TOOLS Contextual Tab
The Advanced Find Dialog Box
Demo 2-4: Searching Your Messages
Search Folders
Custom Search Folders
Demo 2-5: Using Search Folders
Topic E: Manage Junk Mail
Safe Senders List
Blocked Senders List
Demo 2-6: Managing Junk Mail
Topic F: Manage Your Mailbox
Cleanup Tools
Demo 2-7: Managing Your Mailbox
Lesson 02 Review

Lesson 03 - Advanced Calendar Management

21m

Topic A: Manage Advanced Calendar Options
Work Time Options
Calendar Options
Display Options
Time Zone Options
Demo 3-1: Managing Advanced Calendar Display Options
Topic B: Create Calendar Groups
Demo 3-2: Managing Multiple Calendars
Topic C: Manage Meeting Responses
The Tracking Command
Demo 3-3: Managing Meeting Responses
Lesson 03 Review

Lesson 04 - Advanced Contact Management

18m

Topic A: Edit an Electronic Business Card
The Edit Business Card Dialog Box
Demo 4-1: Editing an Electronic Business Card
Topic B: Manage Advanced Contacts Options
People Options
The Outlook Social Connector
Demo 4-2: Working with a Contact Group
Topic C: Forward Contacts
Formats to Forward a Contact
Demo 4-3: Forwarding Contacts
Topic D: Export Contacts
The Export Option
Demo 4-4: Exporting Your Contacts
Lesson 04 Review

Lesson 05 - Managing Activities by Using Tasks and Journal Entries

21m

Topic A: Assign and Manage Tasks

The Task Request Form

Demo 5-1: Assigning a Task

Task Reply Options

Demo 5-2: Replying to a Task Request

Task Details

Status Reports

Task Options

Demo 5-3: Managing a Task Assigned to You

Topic B: Record and Modify Journal Entries

The Journal

The Journal Entry Form

Journal Views

Demo 5-4: Managing Journal Entries

Lesson 05 Review

Lesson 06 - Sharing Workspaces with Others

12m

Topic A: Delegate Access to Mail Folders

Permission Roles

Demo 6-1: Delegating Folder Access by Using Folder Permissions

Topic B: Share Your Calendar

Share Calendar Options

Demo 6-2: Sharing Your Calendar with Another User

Topic C: Share Your Contacts

Share Contacts Command

View Shared Contacts

Demo 6-3: Sharing Your Contacts with Another User

Lesson 06 Review

Lesson 07 - Managing Outlook Data Files

8m

Topic A: Back Up Outlook Items

Demo 7-1: Creating a Data File

Topic B: Change Data File Settings

Data File Settings

Demo 7-2: Changing Data File Settings

Lesson 07 Review

Course Closure

Total Duration: 2h 37m