



Course Outline

Microsoft Outlook 365: Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	VITL	N/A	Microsoft

Course Overview

This course is intended to help all users get up to speed on the different features of Outlook and to become familiar with its more advanced selection of features.

We will cover how to configure advanced message options, use advanced message management options, manage activities using tasks, and calendars, manage your contacts, share your workspaces with others, manage Outlook data files, and understand email security management.

Topics

Configuring Advanced Message Options

This lesson gives students a look at how to insert sort, filter, organize and search messages, managing junk advanced characters and objects, how to modify message mail, and managing your mailbox. settings, properties, and options, and how to use automatic replies

Advanced Messages Management

Several topics are covered in this lesson, including how to manage messages

Advanced Calendar and Task Management

Here students are introduced to managing advanced calendar options, managing additional calendars, managing meeting responses, and how to assign and manage tasks.

Advanced Contact Management

This lesson takes a look at dealing with contacts and how to edit an electronic business card, manage advanced contact options, and how to forward and export contacts.

Sharing Workspaces with Others

In this lesson, students are taught how to delegate access to mail folders, how to share a calendar, and how to share contacts.

Managing Outlook Data Files

This lesson covers how to back up Outlook data files and, how to change data file and account settings.

Managing E-mail Security

Email security is the focus of this topic and, how to configure e-mail message security.

Exams and Certifications

Notes and Annotations

What is Next
