

Outlook Level 2 Course Outline

Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings
- Modify Message Properties
- Modify Message Options
- Use Automatic Replies

Advanced Message Management

- Sort Messages
- Filter Messages
- Organize Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

Advanced Calendar Management

- Manage Advanced Calendar
- Create Calendar Groups
- Manage Meeting Responses

Advanced Contact Management

- Edit an Electronic Business Card
- Manage Advanced Contacts Options
- Forward Contacts
- Export Contacts

Using Tasks and To-do to manage Activities

- Assign and Manage Tasks
- Record and Modify To-do Entries

Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Back Up Outlook Items
- Change Data File Settings