Microsoft Outlook 2019 Advanced

Duration: 1 Day

At the end of the course, delegates should be able to understand the more detailed options for Outlook.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Recap

- Organising mail using flags and categories
- Quick Parts
- Signatures
- Creating calendar appointments
- Organising meetings
- Creating and using mail folders
- Creating tasks

Tasks

- Assigning tasks to others

Email

- Resending and recalling messages
- Stationery
- Themes
- Managing picture attachments
- Mail formats

Managing the Mail

- Conversations
- Finding messages
- Outlook data files
- Archiving messages
- Quick Step shortcuts
- Using rules to manage mail

Contacts (People)

- Tracking mail
- Business cards
- Exporting contacts to Excel

Calendar

- Calendar groups

Templates

- Creating and using a message template
- Quick Step templates

Viewing Other Users' Folders

- Folder permissions
- Viewing other users' folders
- Adding a mailbox to your account
- Delegate access

Customising Outlook

- Customising views
- Grouping
- Message preview
- Creating new views
- Favourites
- Shortcuts