

# Microsoft Outlook 365 Advanced

**Duration: 1 Day**

## Recap

- Flags / Categories
- Quick parts
- Signatures
- Appointments
- Organising meetings
- Tasks and assigning tasks
- Stationery and themes
- Picture attachments
- Mail formats

## Managing Email

- Conversations
- Finding messages
- Resending and recalling messages
- Quick steps
- Outlook data files
- Archiving
- Rules

## Contacts

- Business cards
- Exporting contacts to Excel

## Calendar

- Creating calendar groups
- Using groups
- Deleting / Renaming groups

## Templates

- Quick step templates
- Creating templates
- Using templates

## Viewing Other Users' Folders

- Folder permissions
- Accessing other peoples' folders
- Adding a mailbox to your account
- Delegate access

## Customising Outlook

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