

OUTLOOK

ADVANCED LEVEL



Duration: 3.5h

Prerequisite:

- Knowledge of the Windows environment
- Have taken the Microsoft Outlook Beginner course or have equivalent knowledge
- Have access to a computer and Microsoft Outlook (versions 2013, 2016 or OFFICE 365)

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills acquired at the end of the training:

- Acquire the tools for better time management with Outlook.
- Import contacts and calendars from other messengers
- Use search folders, archive emails and create rules
- Share your calendar and delegation with messages
- Use advanced functions with Quick Actions or Form

Attestation: yes

PROGRAM:

CUSTOMIZE YOUR EMAIL

- **The interface**
 - Customize columns, font sizes.
 - Create conditional formatting for your emails.
 - Customize or disable conversation view.

ACCOUNTS MANAGEMENT

- **Add more email accounts.**
 - Connect other Pro or personal accounts.
- **Delegation**
 - What is delegation?
 - Delegate access to email for a colleague
 - How to activate a colleague's messaging following a delegation.
- **Archive**
 - Set up automatic archiving of our emails.
 - Manually archive emails.

EMAILS

- **Send and receive an email.**
 - Create email templates.
 - Use Quick steps.
 - Delay delivery
 - Recall a message sent in error.
 - Send email, meeting to OneNote.
 - Create a poll.
- **Search folders**
 - Definition
 - Create a search folder.

CONTACTS AND CALENDARS

- **Share calendar.**
- **Import**
 - Import contacts from a Csv file.
 - Import calendars into Outlook.
 - Example: Importing a Google Calendar

RULES AND JOURNAL

- **Rules.**
 - Create, modify et delete rules.
- **Journal management**



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- Create, modify et delete entry in the journal.

RSS FEED

- Add RSS feeds in Outlook.

QUESTIONS AND ANSWERS

