

OUTLOOK

LEVEL: ADVANCED



Duration: Half a day

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 filter out spam ones
- Print your calendar and use advanced functions for sending messages

Attestation: yes

PROGRAM:

CUSTOMIZE YOUR EMAIL

- **The interface**
 - Customize the content and location of navigation panes
 - Customize or disable conversation view
 - Customize columns, quick access bar, and ribbon
 - Create display rules for your emails

- **Archive**
 - Set up automatic archiving of our emails
 - Manually archive emails
 - Connect an Outlook archive in your email

EMAILS

- **Send and receive an email**
 - Change the formatting of your emails
 - Reproduce formatting
 - Dictate the content of your email
 - Check grammar and spelling
 - Perform a Bing search in your email
 - Insert a survey
 - Send a link instead of an attachment
 - Customize a hyperlink
 - Show synonyms
 - Outlook items
 - Recall a message sent in error
 - View statistics
 - Spam
 - Take notes in OneNote from an email

ACCOUNTS MANAGEMENT

- **Add more email accounts**
 - Connect other Pro or personal accounts
- **Delegation**
 - What is delegation?
 - Delegate access to their email for a colleague
 - Set permissions
 - Connect a colleague's email following a delegation



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- **Search folders**
 - Definition
 - Create a predefined search folder
 - Create a custom search folder

CONTACTS AND CALENDARS

- **Import**
 - Import One Note notes into a meeting invitation
 - Import contacts from a Csv file
 - Import calendars into Outlook
 - Example: Importing a Google Calendar
- **Print**
 - Print a calendar to take it everywhere

RSS FEED

- Definition
- Add RSS feeds in Outlook

QUESTIONS AND ANSWERS