



# Outlook 2010 Intermediate

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This course builds on the skills and concepts taught in Outlook 2010 Basics. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

## **Setting Calendar Options**

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

## **Setting Message Options**

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Insert a Hyperlink

## **Sharing Folder Information**

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

## **Managing Tasks**

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

## **Customizing Outlook**

- Customize the Ribbon

## **Locating Outlook Items**

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages