



# Outlook 2010 Managing Multiple Mailboxes

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Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

## **Outlook Views**

- Customizing Outlook Today, Tabs & Groups
- Organizing the Inbox
- Modifying & Creating Views

## **Finding Messages / Advanced Find**

- Adding Search Folders
- Perform Advanced Find

## **Ways to Share Outlook Information**

- Sharing Calendar or Inbox
- Permissions
- Setting Delegates

## **Viewing Shared Items**

- View Multiple Calendars
- Add & Remove Calendars
- Schedule View
- Calendar Groups
- Calendar Categories/Labels
- Free/Busy Delays and Impact

## **Giving Permissions**

- Calendar Permissions
- Inbox Permissions

## **Delegates**

- Setup Delegates
- Options for Delegates
- Requirements for Delegates
- Default Access
- Work with another person's calendar & Inbox

## **Features/Enhancements Unavailable Until Full Migration**

- Resource Scheduling
- Meeting Optimizer
- Room Selector
- Distribution List Self Sign-up

## **Mobility Issues**

- Accepting & Deleting Appointments

## **Using the Rules & Alerts**

- Forward Messages
- File Messages

## **Working with Messages**

- Conversations
- Advanced Message Sending Options
- Ways to Handle Messages
- Conditional Formatting
- Outlook Options