



Outlook 2010 Power Users

This trainer-led session is for those who are heavy users of Outlook 2010 and need to perform tasks such as working with rules and alerts, quick steps, search folders, categories and calendar features, etc.

Setting Program Options

- AutoSave
- Default File Location
- Program Specific Options

Customize Ribbon

- Add/Remove Tabs
- Add/Remove Commands
- Add/Remove Groups
- Reorder Groups/Tabs/Commands

Automatic Replies

Clean-up tools

Rules and Alerts

Quick Steps

Setting up follow up flags

Adding a flag with a reminder

Color Categories

Create New categories

Assign categories to email

Assign a Quick Click Category

Filtering Mail

The To-do Bar

The People Pane

Search Folders

Creating Custom Search Folders

Schedule View in Calendar

Manage Calendars with Groups

Send your Calendar in an Email