



Outlook 2013 Advanced

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information among employees. As email grew in popularity and use, most organizations found the need to implement a corporate mail management system such as Microsoft® Outlook® to handle the emails, meeting invitations, and other communications sent among employees.

In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information

Configure Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings, Properties, and Options
- Use Automatic Replies

Advanced Message Management

- Sort Messages
- Filter Messages
- Organize Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

Advanced Calendar Management

- Manage Advanced Calendar Options
- Create Calendar Groups
- Manage Meeting Responses

Advanced Contact Management

- Edit an Electronic Business Card
- Manage Advanced Contacts Options
- Forward Contacts
- Export Contacts

Managing Activities Using Tasks/Journal Entries

- Assign and Manage Tasks
- Record and Modify Journal Entries

Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Back Up Outlook Items
- Change Data File Settings