

OUTLOOK 2010/2013: LEVEL 2

Available Dates: **Call For Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Course Description:

This course builds on the skills and concepts taught in Outlook 2010: Basic, First Look Edition. 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.

Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: Quick Steps

Topic C: The Navigation pane

Topic D: Address books

Unit 2: Customizing messages

Topic A: Message appearance

Topic B: Signatures

Topic C: Voting buttons

Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Searching

Topic B: Filters

Topic C: Categories

Unit 4: Working with folders

Topic A: Public folders

Topic B: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folder

Topic B: Setting rules