

## OUTLOOK 2013: LEVEL 2

Available Dates: **Jan 11, Feb 11, Mar 19, Apr 17, May 16, Jun 28**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### Description:

This ILT Series course builds on the skills and concepts taught in Outlook: Basic. Students will learn how to customize Outlook, use Quick Steps, create Folder pane shortcuts, customize the Navigation bar, customize their messages and signatures, and set up automatic replies. Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes. Students will also learn how to search various folders, use filters, and apply categories, as well as how to work with notes and Journal entries. Finally, they will learn how to share Outlook calendars and contacts and stay informed with RSS feeds.

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Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: General options and account settings

Topic C: Quick Steps

Topic D: The Folder pane and Navigation bar

Unit 2: Customizing messages

Topic A: Message appearance

Topic B: Signatures

Topic C: Voting buttons

Topic D: Out-of-office messages

Unit 3: Mailbox organization and management

Topic A: Setting rules

Topic B: Managing your mailbox

Unit 4: Organizing items

Topic A: Folders

Topic B: Searching

Topic C: Advanced filtering

Topic D: Categories

Unit 5: Notes and Journals

Topic A: Recording information with notes

Topic B: Tracking activities with the Journal

Unit 6: Collaboration

Topic A: Sharing your calendar and contacts

Topic B: Staying informed with RSS