

Course Overview

In this 1-day course, designed for experienced Outlook users, you will learn advanced options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will make a template from which to create standard emails messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the AutoArchive feature to manually control the archiving process yourself.

Courses in the Microsoft Outlook Series

Outlook Level 1
- 1 day -

Outlook Level 2
- 1 day -

Course Preparation

Prerequisite Course: Outlook - Level 1 or equivalent experience.

Course Topics

Advanced Email Options

- Saving a Message as a Draft
- Creating and Using Email Signatures
- Using Voting Options
- Tracking Email Messages
- Routing Replies to a Coworker
- Sending a Delayed Message

Organizing Email Messages

- Setting Flags and Reminders
- Categorizing Messages
- Changing the View of Your Inbox
- Creating Folders to Organize Messages
- Using Favorite Folders
- Using Search Folders

Using Rules to Manage Email Messages

- Creating a Rule from a Template
- Starting from a Blank Rule

Creating an Email Template

- Starting an Email Template
- Saving an Email Template
- Using an Email Template

Working with Tasks

- Creating Tasks
- Setting Due Dates and Reminders
- Categorizing Tasks
- Completing and Removing a Task
- Viewing Tasks with Your Calendar

Assigning Tasks to Others

- Assigning a Task
- Accepting a Task Request
- Sending a Task Update
- Tracking an Assigned Task

Working with Delegates

- Assigning a Delegate
- Acting as a Delegate
- Changing Delegate Permissions

Manually Archiving Data

- Reviewing AutoArchive
- Manually Archiving a Folder
- Opening an Archive File

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