COURSE OVERVIEW

Course Name:
Microsoft Outlook 2019: Level 2

COURSE DURATION: 1 Day

COURSE OVERVIEW

You will use Outlook's advanced features to customize a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system.

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to use Outlook's advanced features to customize and manage your email communications; manage calendar settings; manage contact information; schedule tasks; and manage Outlook archives and data file settings.

You will

- Modify properties and global options.
- Organize, search, and manage messages.
- Protect your mailbox and manage its size.
- Use rules to automate message management.
- Work with advanced calendar settings.
- Import and forward contacts.
- Manage activities by assigning tasks to others.
- Delegate access to and share Outlook items with others.
- Archive and back up Outlook items using data files.

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COURSE OUTLINE

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