

Outlook Advanced

Course duration:	Half day
Course timings:	9:30 - 12:30
Prerequisites:	Delegates should have attended the Introductory course or gained similar knowledge in the workplace.
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Modifying Existing Outlook Views

modifying an existing view • creating a new view (adding and removing fields) • deleting modified views

Archiving

auto archiving • manual archiving

Tasks

refresher on basics • assigning tasks • tracking tasks • creating tasks from email messages

Performing a Mail Merge with Outlook Contacts

preparing the contacts • preparing the Word document • performing the mail merge • filtering and sorting

Printing Labels

preparing the contacts folder • creating the Word document

Calendar

personal and shared calendars • setting up recurring events and appointments • setting up meetings