



Outlook 2010 Level 2 Course Content

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Lesson 1: Getting the Most Out of Outlook 2010

Topic 1A: Viewing Web Pages and Favorites
Topic 1B: Integration with Office 2013 Applications

Lesson 2: Managing Folders

Topic 2A: Using Categories
Topic 2B: Creating and Managing Rules
Topic 2C: Filtering a View

Lesson 3: Using Advanced Message Features

Topic 3A: Organizing Messages
Topic 3B: Using Signatures and Stationery
Topic 3C: Controlling Messages
Topic 3D: Message Notifications

Lesson 4: Personal Productivity

Topic 4A: Enhancing Productivity with the Calendar
Topic 4B: Enhancing Productivity with Contacts
Topic 4C: Enhancing Productivity with Forms and Templates
Topic 4D: Enhancing Productivity with E-mail

Lesson 5: Sharing Folder Access and Archiving Outlook Items

Topic 5A: Working with Shared Folders
Topic 5B: Delegating Folder Access
Topic 5C: Archiving Outdated Items

Lesson 6: Outlook for Mobile Clients

Topic 6A: Working Offline
Topic 6B: Setting Up Outlook for Mobile Use

This course is intended for people who have a basic understanding of Microsoft Windows and Microsoft Office Outlook 2010 and want or need to know how to perform more advanced tasks in Outlook.