



Outlook 2016 Level 2 Course Content

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Lesson 1: Getting the Most Out of Outlook 2016

- 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- Topic 5C: Archiving Outdated Items

This course is intended for people who have a basic understanding of Microsoft Windows and Microsoft Office Outlook 2016 Desktop and want or need to know how to perform more advanced tasks in Outlook.