



Outlook 2019 Level 2 Course Content

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Course Objectives:

- Organize Outlook folders by assigning categories, creating rules, and applying filters.
- Manage junk e-mail, use autosignatures and stationery, control messages, and use message notifications.
- Use enhanced features of the Calendar, Contacts, Tasks, and Mail to share, view, and process data, while working with other users.
- Work with customized templates and forms to streamline your daily work flow.
- Work with shared folders, delegate folder access, and archive Outlook 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.

Course Content:

Managing Folders	Categories Rules Wizard / Filtering a View
Using Advanced Message Features	Organizing Messages Using Signatures and Stationery Controlling Messages Message Notifications
Working with Others	Sharing and Viewing Calendar Data Working with Contact vCards Assigning and Responding to Tasks Processing Email Messages Creating Meeting Requests from Email Messages Using Quick Steps
Customizing Work Flow	Working with Templates Customizing Forms
Sharing Folder Access and Archiving Outlook Items	Working with Shared Folders Delegating Folder Access Archiving Outdated Items