

About this course

This course looks in more detail at some of the advanced features in Outlook including recurring appointments, scheduling meetings, assigning tasks to others and creating voting messages.

You'll also learn time saving techniques for managing your emails such as advanced searching, applying categories and creating automatic rules.

What you'll learn

Organising Messages

- Creating folders
- Moving, copying & deleting
- Recovering deleted emails
- The Favourites folder
- Deleting folders
- Emptying deleted Items
- Automating common tasks

Searching

- Using search
- Advanced search
- Search options
- Using a search folder
- Custom search folders

Outlook Views

- Changing views
- Messages in views
- Columns in views
- Creating a custom view
- Filters in custom views
- Deleting a custom view

Colour Categories

- Creating colour categories
- Assigning colour categories
- Categories to find messages
- Removing categories
- Deleting a colour category
- Working with Rules

Creating a new rule

- Selecting rule conditions
- Selecting rule actions
- Selecting rule exceptions
- Naming and reviewing rules
- Managing existing rules

Email Techniques

- Recalling a sent message
- Printing a message
- Printing a message list
- Message formats
- Changing message formats
- Using themes & stationery
- Saving a message draft
- Sending a voting message
- Responding to votes
- Tracking voting responses

Appointments and Events

- Scheduling an appointment
- Rescheduling an appointment
- Recurring appointments
- Scheduling an event
- Categorising activities
- Printing your calendar

Meetings

- Scheduling a meeting
- Meeting requests
- Tracking meeting responses
- Changing a meeting
- Adding or removing attendees

Managing Contacts

- Adding contacts from emails
- Pinning contacts to favourites
- Forwarding contacts
- Using a contact group
- Linking contacts

Task Requests

- Creating a task request
- Responding to a task request
- Completing an assigned task
- Viewing task requests

Get in touch

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