

Course Name**Microsoft Outlook Advanced****Course Duration****One Day****Course Objectives**

On this course experienced Microsoft Outlook users will learn how to use the more advanced features of this software package. The course is 100% hands-on, with exercises to help the trainees practice the new skills they learn.

Course Content

- **Automatic Replies (Out of Office)**
 - Used to inform people when you are out of the office. It can also be used to handle any mail that you receive while you are away.
- **Rules and Alerts**
 - The Rules and Alerts lets you perform actions on email as they arrive in your Inbox, or as you send them.
- **Using the Find Feature**
 - The Find feature helps you find items that are 'lost'.
- **Customising your Quick Access Toolbar**
 - Change the icons that appear at the top of the Outlook screen.
- **Flagging Messages & Contacts**
 - Set a reminder on a message or a contact for you to follow it up at a later date.
- **Using the Journal**
 - You can use Journal to record interactions (calls, meetings, letters sent, etc) with your Contacts.
- **Create Recurring Calendar Entries**
 - Appointments, meetings and events can be set up as recurring entries.
- **Creating a Recurring Task**
 - You can set Outlook to repeat a Task at regular intervals.
- **Assigning a Task to somebody else**
 - If you want to assign a Task to somebody else, you can choose to have Outlook keep you up-to-date on progress.
- **Working with Folders**
 - You can share your folder(s) and/or Mailbox with another person.
 - Access someone else's folder(s) and/or Mailbox.
- **Creating & Using Views in Outlook Folders**
 - You can group, sort, filter, add or remove features, change font and customise the 'look' of your Inbox, Calendar, Contacts, Outbox, Sent Items, Journal, Tasks and Notes folders.

Prerequisites

Microsoft Outlook Introduction , or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**