

Microsoft® Office

Outlook 2016/365

Level 3 Course Outline

Lesson 1: Managing Messages

- Conversations
- Ignoring a Conversation
- Cleaning Up Messages
- Change Conversation Clean Up Options
- Sorting Messages
- Sorting by Conversation
- View Settings
- Creating and Using Quick Parts
- Deleting a Quick Part

Lesson 2: Advanced Contact Options

- Importing Contacts
- Managing Multiple Address Books
- Moving, Renaming and Deleting an Address Book
- Adding Tags to Contacts

Lesson 3: Managing Schedules

- Group Calendars
- Deleting a Calendar from a Group
- Deleting Calendar Groups
- Using the Scheduling Assistant
- Changing the Availability Status
- Scheduling Resources
- Adding a Resource to a Meeting

Lesson 4: Accounts and Data Files

- Managing Multiple Accounts
- Configuring an Email Account
- Setting a Default Email Account
- Creating Data Files
- Exporting A Folder To a .pst File Type

Lesson 5: Automating Outlook

- Using Quick Steps
- Creating a Quick Step
- Modifying or Deleting a Quick Step
- Creating and Managing Rules
- The Outlook Rules Wizard
- Creating Rules
- Creating Rules Based on Senders/Recipients
- Deleting Rules
- Creating Autoreplies
- Using the Automatic Replies (Out of Office) Feature
- Using Auto Reply Without Using an Exchange Server Account
- Turn Off Automatic Replies

Lesson 6: Advanced Search

- Creating a Predefined Search Folder
- Creating a Custom Search Folder
- Using Search by Location
- Search Options
- Locations to Search