

Microsoft Outlook 2016 Level 2



MS Outlook Course Outline:

Lesson 1: Modifying Messages and Setting Global Options

- Topic A: Insert Advanced Characters and Objects
- Topic B: Modify Message Settings and Options
- Topic C: Configure Global Outlook Options
- Topic D: Customize the Outlook Interface

Lesson 2: Organizing, Searching, and Managing Messages

- Topic A: Group and Sort Messages
- Topic B: Filter and Manage Messages
- Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

- Topic A: Use the Junk E-Mail Filter to Manage Messages
- Topic B: Manage Your Mailbox

Lesson 4: Automating Message Management

- Topic A: Use Automatic Replies
- Topic B: Use the Rules Wizard to Organize Messages
- Topic C: Create and Use Quick Steps



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Lesson 5: Working with Calendar Settings

Topic A: Set Advanced Calendar Options

Topic B: Create and Manage Additional Calendars

Topic C: Manage Meeting Responses

Lesson 6: Managing Contacts

Topic A: Import and Export Contacts

Topic B: Use Electronic Business Cards

Topic C: Forward Contacts

Lesson 7: Managing Activities by Using Tasks

Topic A: Assign and Manage Tasks

Lesson 8: Sharing Workspaces with Others

Topic A: Delegate Access to Outlook Folders

Topic B: Share Your Calendar

Topic C: Share Your Contacts

Lesson 9: Managing Outlook Data Files

Topic A: Use Archiving to Manage Mailbox Size

Topic B: Back Up Outlook Items

Topic C: Change Data File Settings