ASM Educational Center (ASM) *Est. 1992*

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Microsoft Office Outlook 2013 Level 2 Online Training

Course Outline

Outlook 2013: Level 2

Lesson 01 - Configure Advanced Message Options

Topic A: Insert Advanced Characters and Objects
Hyperlinks
WordArt
Equations
Symbols
Tables
Charts
Chart Types
Quick Parts
Demo 1-1: Inserting Advanced Characters and Objects in an Email
Topic B: Modify Message Settings, Properties, and Options
Importance Levels
Sensitivity Levels
The From Option
Delivery Options
Language Options
Advanced Options
Demo 1-2: Modifying Message Settings, Properties, and Options
Topic C: Use Automatic Replies
The Automatic Replies Dialog Box
Automatic Reply Rules
Demo 1-3: Using an Automatic Reply
Lesson 01 Review

Lesson 02 - Advanced Message Management

Topic A: Sort Messages
The Sort Dialog Box
Demo 2-1: Sorting Your Messages
Topic B: Filter Messages
The Filter Dialog Box
Demo 2-2: Filtering Your Messages
Topic C: Organize Messages

Default Conditional Formatting Rules
The Rules Wizard
Demo 2-3: Organizing Your Messages
Topic D: Search Messages
The SEARCH TOOLS Contextual Tab
The Advanced Find Dialog Box
Demo 2-4: Searching Your Messages
Search Folders
Custom Search Folders
Demo 2-5: Using Search Folders
Topic E: Manage Junk Mail
Safe Senders List
Blocked Senders List
Demo 2-6: Managing Junk Mail
Topic F: Manage Your Mailbox
Cleanup Tools
Demo 2-7: Managing Your Mailbox
Lesson 02 Review

Lesson 03 - Advanced Calendar Management

Topic A: Manage Advanced Calendar Options
Work Time Options
Calendar Options
Display Options
Time Zone Options
Demo 3-1: Managing Advanced Calendar Display Options
Topic B: Create Calendar Groups
Demo 3-2: Managing Multiple Calendars
Topic C: Manage Meeting Responses
The Tracking Command
Demo 3-3: Managing Meeting Responses
Lesson 03 Review

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Lesson 04 - Advanced Contact Management

Topic A: Edit an Electronic Business Card
The Edit Business Card Dialog Box
Demo 4-1: Editing an Electronic Business Card
Topic B: Manage Advanced Contacts Options
People Options
The Outlook Social Connector
Demo 4-2: Working with a Contact Group
Topic C: Forward Contacts
Formats to Forward a Contact
Demo 4-3: Forwarding Contacts
Topic D: Export Contacts
The Export Option
Demo 4-4: Exporting Your Contacts
Lesson 04 Review

Lesson 05 - Managing Activities by Using Tasks and Journal Entries

Topic A: Assign and Manage Tasks
The Task Request Form
Demo 5-1: Assigning a Task
Task Reply Options
Demo 5-2: Replying to a Task Request
Task Details
Status Reports
Task Options
Demo 5-3: Managing a Task Assigned to You
Topic B: Record and Modify Journal Entries
The Journal
The Journal Entry Form
Journal Views
Demo 5-4: Managing Journal Entries
Lesson 05 Review

Lesson 06 - Sharing Workspaces with Others

Topic A: Delegate Access to Mail Folders
Permission Roles
Demo 6-1: Delegating Folder Access by Using Folder
Permissions
Topic B: Share Your Calendar
Share Calendar Options
Demo 6-2: Sharing Your Calendar with Another User
Topic C: Share Your Contacts
Share Contacts Command
View Shared Contacts
Demo 6-3: Sharing Your Contacts with Another User
Lesson 06 Review

Lesson 07 - Managing Outlook Data Files

Topic A: Back Up Outlook Items
Demo 7-1: Creating a Data File
Topic B: Change Data File Settings
Data File Settings
Demo 7-2: Changing Data File Settings
Lesson 07 Review
Course Closure