Microsoft Outlook - Advanced

Customising Outlook

- The Outlook environment
- The Outlook bar
- Using the Reading Pane
- Customising View Settings

Messages

- Instant Search and filtering messages
- Creating Search Folders
- Customizing messages

The Inbox

- Organizing the Inbox
- The rules wizard
- Managing your mailbox
- Alternate email methods

Templates and forms

- Stationery and templates
- Forms

Integration

- Changing the mail format
- Importing and exporting data
- Creating Office documents

Using Folders to Share Information

- Working with public folders
- Working with Personal Folders
- Sharing your Outlook folders

* Course content can be modified to suit your organisation

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