PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Outlook 2016 Advanced Training

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1.0 DAY COURSE

This Microsoft Advanced Outlook 2016 training course builds on basic skills in Outlook and teaches participants to work with some of the more advanced features of Outlook.

The PD Training Microsoft Outlook 2016 Advanced training course will help participants to expand upon their existing knowledge use advanced features of Microsoft Outlook 2016 such as delegating calendar access, setting up RRS feeds, using mail merge, creating journals and note and much more.

This hands-on training workshop is available now throughout Singapore and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Microsoft Outlook Advanced training course offers a more in depth understanding of the 2016 interface and configuring emails, calendars, contacts and Outlook data files. It is recommended you have completed Outlook® 2016 Introduction, or possess equivalent knowledge.

Outcomes

All attendees are expected to learn the following:

- Configuring Advanced Message Options
- Advanced Message Management
- Advanced Calendar and Task Management
- Advanced Contact Management
- Sharing Workspaces with Others
- Managing Outlook Data Files
- Managing E-mail Security

Modules

Lesson 1: Configuring Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings, Properties, and Options
- Use Automatic Replies

Lesson 2: Advanced Message Management

- Sort Messages
- Filter Messages
- Organise Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

Lesson 3: Advanced Calendar and Task Management

- Manage Advanced Calendar Options
- Manage Additional Calendars
- Manage Meeting Responses
- Assign and Manage Tasks

Lesson 4: Advanced Contact Management

- Edit an Electronic Business Card
- Manage Advanced Contact Options
- Forward Contacts
- Export Contacts

Lesson 5: Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share Your Calendar
- Share Your Contacts

Lesson 6: Managing Outlook Data Files

- Back Up Outlook Items
- Change Data File Settings

Lesson 7: Managing E-mail Security

- Configure E-mail Message Security Settings

Talk to our expert team

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