

Outlook 2013 Level 2

Course Description

Students will learn advanced level Outlook skills.

Prerequisites

Outlook 2013 Level 1, or equivalent knowledge.

What Next?

ECDL, Excel, Access.

Course Content

Unit 1: Customizing Outlook

- The Outlook environment
- General options and account settings
- Quick Steps
- The Folder pane and Navigation bar

Unit 2: Customizing messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

Unit 3: Mailbox organization and management

- Setting rules
- Managing your mailbox

Unit 4: Organizing items

- Folders
- Searching
- Advanced filtering
- Categories

Unit 5: Notes and Journals

- Recording information with notes
- Tracking activities with the Journal

Unit 6: Collaboration

- Sharing your calendar and contacts
- Staying informed with RSS