



## Outlook – Advanced

### Description

This training is designed to help you explore and fully leverage the advanced features of Outlook, one of the most popular email and information management software. Whether you are a regular Outlook user or looking to deepen your knowledge, this training will provide you with the knowledge and skills necessary to optimize your productivity and efficiency in using this powerful software.

### Course Content

#### Module 1: Creating and managing mailboxes

- Creating an email account
- Managing archiving
- Monitoring indicators and quick actions
- Managing absences according to the recipient
- Using the delegation and its options
- Customizing the ribbon and the Quick Access toolbar

#### Module 2: Advanced email options

- Performing advanced searches using all types of criteria
- Using search folders
- Creating one or more signatures with or without logo
- Using the junk mail options
- Deleting mail according to specific criteria
- Creating and using templates
- Sending small images
- Scheduling/delaying sending an email

#### Module 3: Calendar and Tasks

- Managing advanced calendar display options
- Sharing a calendar
- Creating an additional calendar
- Creating and managing appointments with periodicity
- Defining event's properties (repetitions, reminders, importance, confidentiality, categories, contacts)

- Creating a Teams meeting
- Marking an item as private
- Managing tasks (track actions to be done, assign tasks to others)
- Managing calendar printing options

## **Module 4: Contacts**

- Creating a distribution list
- Importing/exporting contacts to and from a CSV file
- Understanding field mapping
- Using manual mapping

## **Lab / Exercises**

- Practice exercises will be given at the end of each module

## **Documentation**

- Digital course material included

## **Participant profiles**

- Users who work in teams and want to take advantage of the advanced options in Outlook

## **Prerequisites**

- To have the equivalent knowledge or to have followed the training: [Outlook - Fundamentals](#)

## **Objectives**

- Create and manage mailboxes
- Manage advanced email options
- Manage advanced calendar and task options
- Manage advanced contact options

## **Niveau**

Avancé

## **Classroom Registration Price (CHF)**

400

## **Virtual Classroom Registration Price (CHF)**

375

## **Duration (in Days)**

0.5

## **Reference**

MOO-21