

# Microsoft Outlook Level II

Master advanced Outlook skills—learn how to customize the Outlook interface, group, sort, and filter messages, and use rules to automate message organization in your mailbox. After this one-day course, you'll be able to significantly reduce the time you spend managing email in Outlook 2016.

Group classes in NYC and onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/advanced-outlook>



[nyc@careercenters.com](mailto:nyc@careercenters.com) • [\(212\) 684-5151](tel:(212)684-5151)

## Course Outline

### Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

### Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

### Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

### Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

### Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

### Managing Contacts

- Import and Export Contacts

- Use Electronic Business Cards
- Forward Contacts

### **Managing Activities by Using Tasks**

Assign and Manage Tasks

### **Sharing Workspaces with Others**

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

### **Managing Outlook Data Files**

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings