

Module Title : Microsoft Outlook 2019 Advanced

Duration : 1 Day

CLASS OVERVIEW

This Advanced Microsoft Outlook 2019 training class is designed for students to gain the skills necessary to organization tools such as Rules and Alerts and make sure data is always in organized structured.

TARGET AUDIENCE

Students who have intermediate skills with Microsoft Outlook 2019 who want to learn more advanced skills or students who want to learn the topics covered in this course in the 2019 interface.

CONTENTS

Module 1: Using Rules

Creating a Simple Rule

Using the Rules Wizard

Editing Rules

Deleting Rules

Module 2: Managing Junk Mail

Configuring Junk Mail Options

Using the Junk E-Mail Folder

About the Phishing Filter

About Automatic Downloads

Managing Blocked and Safe Senders Lists

Module 3: Sharing Your Calendar

Sharing a Calendar

Responding to a Calendar Sharing Request

Viewing Another User's Calendar

Using Schedule View

Module 4: Using Signatures

Creating a Signature

Editing a Signature

Setting Signature Options

Using Signatures

Module 5: Organizing Data

- Using Mailbox Cleanup
- Configuring AutoArchive
- Manually Archiving Data
- Exporting Data
- Importing Data

Module 7: Managing Personal Folders

- Creating a Personal Folders File
- Setting a Personal Folders File as Default
- Adding a Password to a Personal Folders File
- Opening Personal Folders
- Closing Personal Folders

Module 8: Exchange Server Mailbox Features

- Setting Permissions on Your Mailbox
- Configuring Delegate Access
- Viewing Another User's Mailbox
- Setting Up Automatic Replies

Module 9: Using Outlook Profiles

- Creating a New Profile
- Viewing Profile Properties
- Setting Profile Options
- Choosing Your Profile
- Deleting a Profile
- Using the Room Finder and Sending a Meeting Request
- Responding to a Meeting Request
- Tracking Responses
- Managing Attendees
- Cancelling a Meeting