Module Title   :   Microsoft Outlook 2019 Intermediate

Duration   :   1 Day

CLASS OVERVIEW

This Intermediate Microsoft Outlook 2019 training class is meant for students who want to advance their skill set by learning to work with structured mailbox, contacts and calendar. Students will also scheduling meeting and appointments.

TARGET AUDIENCE

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

CONTENTS

Module 1: Working with People

- Opening the People Folder
- Creating a New Contact
- Marking a Contact as a Favorite
- Changing the Contact View
- Creating a Contact Group

Module 2: Using Conversations

- Understanding Conversations
- Expanding and Collapsing Conversations
- Viewing Conversation Messages
- Turning Conversations On or Off
- Cleaning Up a Folder or Conversation
- Ignoring a Conversation

Module 3: Getting Organized

- Creating Folders
- Moving Items into Folders
- Categorizing Items
- Using Search
- Using Filter
- Handling Junk Mail

Module 4: Using Quick Steps

- Using Default Quick Steps
- Creating New Quick Steps
- Deleting Quick Steps
- Resetting Quick Steps

Module 5: Using the Favorites List

- Adding Folders to the Favorites List
- Changing the Order of Favorite Folders
- Removing a Folder from the Favorites List
- Enabling and Disabling the Favorites List

Module 6: Using Search Folders

- Creating Default Search Folders
- Creating Custom Search Folders
- Using Search Folders
- Modifying Search Folders
- Deleting Search Folders

Module 7: Using Categories

- Configuring Categories
- Using Quick Click
- Using Categories in a View
- Creating Category Search Folders

Module 8: Scheduling Meetings with Microsoft Exchange Server

- Creating a Meeting Request
- Using the Scheduling Assistant
- Using the Room Finder and Sending a Meeting Request
- Responding to a Meeting Request
- Tracking Responses
- Managing Attendees
- Cancelling a Meeting