

Microsoft Office Outlook 2019: Part 2

Course Overview

This course will teach students about modifying message properties and customizing Outlook, organizing, searching, and managing messages, managing your mailbox, automating message management, working with calendar settings, managing contacts, managing activities using tasks, sharing Outlook items, and managing Outlook data files.

<u>Course Introduction</u>	3m
Course Introduction	
<u>Chapter 1 - Modifying Message Properties and Customizing Outlook</u>	29m
Modifying Message Properties and Customizing Outlook	
Topic A: Insert Advanced Characters and Objects	
Hyperlinks	
Symbols	
Equations	
Horizontal Lines	
Tables	
Charts	
Chart Types	
Quick Parts	
Demo - Creating and Using a Contact Group	
Demo - Inserting Symbols, Links, and Charts in a Message	
Topic B: Modify Message Properties	
Message Properties	
Importance Levels	
Sensitivity Levels	
Delivery Options	
Demo - Modifying Message Properties and Delivery Options	
Topic C: Add Email Accounts to Outlook	
Multiple Email Accounts	
The From Option	
Demo - Adding an Email Account	
Topic D: Customize Outlook Options	
The Outlook Options Dialog Box	
Language Options	
Advanced Options	
Ribbon Customization	
Quick Access Toolbar	
Demo - Customizing the Outlook Interface	
Chapter 1 Review	

Chapter 2 - Organizing, Searching, and Managing Messages

16m

Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages

Group and Sort Messages

The Sort Dialog Box

The Group By Dialog Box

Demo - Sorting and Grouping Messages

Topic B: Filter and Manage Messages

Filters

The Filter Dialog Box

Demo - Filtering Messages

Topic C: Search Outlook Items

Instant Search

The Search Tools Contextual Tab

The Advanced Find Dialog Box

Search Folders

Custom Search Folders

Demo - Using Search for Outlook Items

Chapter 2 Review

Chapter 3 - Managing Your Mailbox

11m

Managing Your Mailbox

Topic A: Manage Junk Email Options

Junk Email Options

Safe Senders List

Blocked Senders List

Demo - Managing Junk Mail

Topic B: Manage Your Mailbox Size

Mailbox Size Limits

Alternate Message Formats

Mailbox Settings Tools

Demo - Cleaning Up Your Mailbox

Chapter 3 Review

Chapter 4 - Automating Message Management

20m

Automating Message Management

Topic A: Use Automatic Replies

Automatic Replies

The Automatic Replies Dialog Box

Automatic Reply Rules

Demo - Using Automatic Replies

Topic B: Use Rules to Organize Messages

Conditional Formatting

Default Conditional Formatting Rules

Demo - Creating a Conditional Formatting Rule

Email Rules

The Rules Wizard

Demo - Creating an Email Rule

Topic C: Create and Use Quick Steps

Quick Steps

The Manage Quick Steps Dialog Box
Demo - Using Quick Steps
Demo - Creating a Custom Quick Step
Chapter 4 Review

Chapter 5 - Working with Calendar Settings

14m

Working with Calendar Settings
Topic A: Set Advanced Calendar Options
The Calendar Folder Pane
Outlook Calendar Options
Work Time Options
Display Options
Time Zone Options
Demo - Managing Advanced Calendar Display Options
Topic B: Create and Manage Additional Calendars
Specialized Calendars
Overlay Calendars
Calendar Groups
Demo - Managing Multiple Calendars
Topic C: Manage Meeting Responses
Meeting Response Management
Meeting Response Rule
The Tracking Command
Demo - Creating a Rule to Manage Meeting Responses
Chapter 5 Review

Chapter 6 - Managing Contacts

11m

Managing Contacts
Topic A: Import and Export Contacts
The Import Option
The Export Option
Map Custom Fields Dialog Box
Demo - Importing Contacts
Topic B: Use Electronic Business Cards
The Business Card View
The Edit Business Card Dialog Box
Demo - Editing an Electronic Business Card
Topic C: Forward Contacts
Forward Contacts
Demo - Forwarding Contacts
Chapter 6 Review

Chapter 7 - Managing Activities Using Tasks

5m

Managing Activities Using Tasks
Topic A: Assign and Manage Tasks
Assign a Task
Status Options
Task Reply Options
Task Details
Status Reports

Task Options
Demo - Managing an Assigned Task
Chapter 7 Review

Chapter 8 - Sharing Outlook Items

9m

Sharing Outlook Items
Topic A: Delegate Access to Outlook Folders
Delegates
Delegate Permissions
Folder Permissions
Demo - Delegating Access to Your Calendar
Topic B: Share Your Calendar
Share Calendar Options
Demo - Sharing Your Calendar
Topic C - Share Your Contacts
Share Contacts Options
Demo - Sharing Your Contacts
Chapter 8 Review

Chapter 9 - Managing Outlook Data Files

12m

Managing Outlook Data Files
Topic A: Use Archiving to Manage Mailbox Size
Archiving
The AutoArchive Feature
The AutoArchive Dialog Box
AutoArchive Settings for Folders
Demo - Archiving Messages
Topic B: Work with Outlook Data Files
Outlook Data Files
Demo - Creating a Data File
Data File Settings
Data File Properties
Demo - Changing Data File Settings
Chapter 9 Review
Course Closure

Total Duration: 2h 11m