

Microsoft Outlook Advanced Course



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By FourSquare Training

Microsoft Access Advanced Topics & Outline: One-Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Module 1: Advanced Outlook Email Tools and Features

1. Creating rules
2. Working with multiple rules
3. Adding searches to favorites
4. Adding flags
5. Using the Voting feature
6. Handling junk mail in Outlook
7. Working with Public folders
8. Setting public folder permissions
9. Working with public calendars

Module 2: Advanced Features of the Outlook Calendar

10. Calendar Sharing
11. Setting permissions
12. Emailing calendars
13. Appointment scheduling
14. Moving appointments between Outlook calendars
15. Planning meetings



16. Sending meeting reminders
17. Tracking attendee responses

Module 3: Handling Contacts and Tasks in Outlook

18. Emailing contact cards
19. Inserting photos into contact profiles
20. Categorising your email contacts
21. Setting new tasks
22. Task details
23. Tasks assignment
24. Setting Priorities and completion status
25. Task scheduling

Module 4: Managing Client Interaction

26. Linking clients to activities
27. Journaling
28. Phone call and meeting tracking
29. Activities

Module 5: Microsoft Outlook Integration

30. Integration with Microsoft Teams
31. Integration with Microsoft SharePoint
32. Integration with traditional MS Office applications
33. Importing and exporting data



Module 6: Microsoft Outlook Further Steps

- 34. Microsoft Outlook customisation
- 35. Microsoft Outlook new features
- 36. Troubleshooting Outlook and finding help



Print responsibly.

