# Microsoft Outlook
## Intermediate Course

Your learning needs are at the heart of what we do.

By FourSquare Training

# Microsoft Access Intermediate 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: The Personal Address Book

1. Personal Address Book and Contacts
2. Adding contacts from multiple Address Books into distribution lists

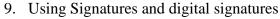### Module 2: Importing and Exporting Folders in Outlook

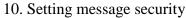### Module 3: Managing Contacts

3. Exporting and Importing Contacts
4. Using Outlook Contacts as a mail merge data source in Word
5. Sending and receiving VCards

### Module 4: Advanced Messaging Features

6. Message flagging
7. Using advanced search criteria
8. Using Microsoft Word templates

9. Using Signatures and digital signatures
10. Setting message security
11. Recalling emails
12. Routing messages for feedback from other recipients

### Module 5: Organising your Outlook Mail

13. Handling Junk Mail and colour coding your incoming emails
14. Setting up rules to organise sent and received emails
15. Archiving your emails

### Module 6: Using Calendars and Meeting Requests

16. Managing Events, Appointments and Teams meetings
17. Tracking meetings

### Module 7: Task Features

18. Setting and assigning tasks
19. Setting recurring tasks
20. Tracking tasks that are assigned to someone else

### Module 8: Working with the Journal

21. Timing activities with the Journal
22. Tracking activities for contacts

### Module 9: Collaborating with Others and Sharing Email Accounts

**Module 10: Using the Out of Office Assistant**