Microsoft Outlook - Efficient Use of the Application

Course code: MSOL

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English.The course is designed for all experienced users of Microsoft Outlook who want to fully benefit from all the possibilities of this application. The participants will try all possibilities of working with email, calendar, tasks and contacts in the laboratory conditions without the risk of losing real data. They will learn how to savely archive data, how delegate selected permissions (access to mail, calendar, contacts) to your colleagues, or how to share information via public folders. We will touch the topic of privacy and security in electronic communications. This course is suitable for users of every version of Microsoft Office products. Outlook is a well-matured application and control of its interface has not changed significantly in last versions. Current version of MS Office will be installed in the classroom.

Who is the course for

The course is designed for all users who want to have full control over the Outlook application.

What we teach you

You will get familiar with all the practically usable tools and application options that are suitable for everyday office work

and many useful tips and tricks.

Required skills

Start Outlook, send an email message and close Outlook again ;-)

Course outline

Email
- Message options, voting buttons, importance &sensitivity, message format (plain text vs. HTML)
- Message flagging
- Categories
- Automatization using Quick steps
- Message resending &recalling
- Signatures, vCard
- Message templates, building blocks
- Junk email
- Contact groups
- Digital signature

Zobrazení a organizace doručených zpráv
- Searching
- Rules
- Sorting, grouping, filtering, conditional formatting
- Conversation view
- Search Folders

Outlook options
- Automatic calendar messages tracking
- Configuration of Outlook sections
- Quick Access Toolbar &Ribbon

Assistants
- Rules
- Out of Office autoresponder
- Autoarchive, Mailbox cleanup, PST files
- Messages generating using Mail Merge
- Import and export

- Drag and drop between Outlook sections

Calendar
- Appointment &Meeting, best practices for efficient work in calendar
- Scheduling assistant
- Calendar configuration
- Calendar sharing
- Group calendar
- Sending of calendar via email
- Calendar publishing

Tasks
- New task
- Task assignment
- Task tracking

Other sections of Outlook

Delegates