MICROSOFT OUTLOOK 2010 ADVANCED TRAINING

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COURSE LENGTH: 1.0 DAYS

The Outlook 2010 Advanced Training course elevates your Outlook skills to the expert level by using the business communications, time management and other powerful features of Outlook 2010.

The topics covered in this course include: connecting Outlook to a colleague or a social network account, how to access SharePoint contacts or calendar in Outlook, using mail merge to send personalized messages to multiple contacts, subscribing to RSS feeds, manual & automatic journal entries, and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT OUTLOOK 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

In this Outlook 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, participants will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues.

Participants will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create templates, and use mail merge to send personalized messages to groups of contacts.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advancedcourses for Outlook 2010.

Prerequisites:

Outlook 2010: Intermediate or equivalent experience.

OUTCOMES

By the end of this training course, participants will:
- Connect Outlook to a social network account
- Connect to a colleague
- Subscribe to RSS feeds
- Archive messages
- Restore archive messages
- Create and work with notes
- Create Journal entries manually and automatically
- Learn to share calendars and contacts
- Grant and remove folder sharing permissions
- Delegate access to calendar and contacts
- Access a SharePoint calendar in Outlook
- Access SharePoint contacts in Outlook
- Learn to send many messages using mail merge

MODULES

Lesson 1: Introduction
- Introduction

Lesson 2: The Notes and Journal folders
- Recording information with Notes

- Personal learning goals of each participant
- Plan and structure for the day

- Tracking activities with the Journal

Lesson 3: Collaboration
- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Lesson 4: Calendars and contacts
- Managing your calendar
- Managing your contacts

Lesson 5: Mailbox management
- Managing your mailbox
- Archiving your mail

Lesson 6: Mail merges and templates
- Performing mail merges
- Working with templates

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)