HAWTHORN Training
Accelerate your workforce

Course Outline

Course Objective: In this course, you will explore the advanced features provided with the Outlook 2013 interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

Target Student: This course is intended for people who have a basic understanding of Microsoft® Windows® and Microsoft Office Outlook 2013 and want or need to know how to perform more advanced tasks in Outlook.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should have experience with the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers.

Course Content

1. Configure Advanced Message Options

➢ Insert Advanced Characters and Objects
➢ Modify Message Settings, Properties, and Options
➢ Use Automatic Replies

2. Advanced Message Management

➢ Sort Messages
➢ Filter Messages
➢ Organize Messages
➢ Search Messages
➢ Manage Junk Mail
➢ Manage Your Mailbox

3. Advanced Calendar Management

➢ Manage Advanced Calendar Options
➢ Create Calendar Groups
➢ Manage Meeting Responses

4. Advanced Contact Management

➢ Edit an Electronic Business Card
➢ Manage Advanced Contacts Options
➢ Forward Contacts
➢ Export Contacts

5. Managing Activities by Using Tasks and Journal Entries

➢ Assign and Manage Tasks
➢ Record and Modify Journal Entries

6. Sharing Workspaces with Others

➢ Delegate Access to Mail Folders
➢ Share Your Calendar
➢ Share Your Contacts

7. Managing Outlook Data Files

➢ Back Up Outlook Items
➢ Change Data File Settings

8. Appendix A

➢ Configuring Email Message Security Settings