

OUTLOOK 2010 ADVANCED

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Microsoft Outlook
2010
Advanced



COURSE LENGTH: 1.0 DAYS

This course is intended for individuals with an intermediate understanding of Outlook 2010 who need to use Outlook to personalize and organize their email, manage Outlook data files, share and link contacts, archive items, create forms, and work offline and remotely.

This Microsoft Outlook 2010 Advanced training course is created to help participants connect Outlook to a social network account, connect to a colleague, subscribe to RSS feeds, create and work with notes, create journal entries manually and automatically and much more!

This training course is now available in Hong Kong.

This Microsoft Outlook 2010 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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OUTLOOK 2010 ADVANCED COURSE OUTLINE

FOREWORD

In this Outlook 2010 Advanced training course running in Central and Hong Kong wide, 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 e-mail 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 Advanced courses for Outlook 2010.

Prerequisites:

Outlook 2010: Intermediate or equivalent experience.

OUTCOMES

- 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
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MODULES

Lesson 1: Introduction

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

Lesson 2: Collaboration

- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Lesson 3: Mailbox management

- Managing your mailbox
- Archiving your mail

Lesson 4: The Notes and Journal folders

- Recording information with Notes
- Tracking activities with the Journal

Lesson 5: Calendars and contacts

- Managing your calendar
- Managing your contacts

Lesson 6: Mail merges and templates

- Performing mail merges
- Working with templates

WEB LINKS

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