

Course Outline

Microsoft Outlook Advanced



Duration: 1 day (6 hours)

Learning Objectives:

In this ILT Series course, students will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues. Students 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 students prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Outlook 2010.

Topics Covered:

- Unit 1: Collaboration
 - Topic A: Connecting with colleagues via Outlook Social Connectors
 - Topic B: Staying informed with RSS
- Unit 2: Mailbox management
 - Topic A: Managing your mailbox
 - Topic B: Archiving your mail
- Unit 3: The Notes and Journal folders
 - Topic A: Recording information with notes
 - Topic B: Tracking activities with the Journal
- Unit 4: Calendars and contacts
 - Topic A: Managing your calendar
 - Topic B: Managing contacts
- Unit 5: Mail merges and templates
 - Topic A: Performing mail merges
 - Topic B: Working with templates