

Outlook 2010 - Level 2

Overview

Students will learn how to customize Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customize their messages and signatures, and set up automatic replies.

Course Objectives

Upon completion of this course, students will know how to customize the Outlook environment, work with contacts and contact groups, customize messages by applying themes, use Instant Search to search your Inbox, all mail folders, Contacts, Calender, and Tasks, and use and creat views for your mail.

Course Outline

Customizing Outlook

- The Outlook environment
- General options
- Language and keyboard options
- Quick Steps
- The Navigation pane

Working with contacts

- Address books
- Contact groups

Customizing messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

This course is not currently available on the public schedule. Please contact us using the information in the footer below to inquire about future dates or to schedule a private class.

Organizing items

Folders
Searching
Filters
Categories

Organizing Mail

Organizing the Inbox folder
Setting rules