

# Microsoft Outlook

## Advanced



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

Our advanced course is aimed at delegates with a good working knowledge of Outlook or that have completed the Intermediate Course. Delegates will learn a variety of complex skills including customisation, exporting information, quick steps and the rule wizard.

## Topics covered

### Customisation

- Using custom auto correct
- Using custom groups
- Creating custom views
- Adding fields to views
- Outlook default options
- Customise quick access toolbar
- Customise autocorrect
- Managing accounts

### Managing data

- Offline folders
- Exporting information
- Important information
- Personal folders
- Personal files
- Auto-archive
- Mailbox cleanup
- Advanced sort emails

### Commands and Automation

- Create a rule
- Rules with rule wizard
- Manage rules
- Creating quick steps
- Managing quick steps
- Conditional formatting
- Optimise conversations

### Advanced settings

- Tools together
- Outlook web app
- Social connector
- Microsoft lync
- Adding RSS feeds
- Viewing RSS feeds
- Connect to social networks
- Viva insights

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft Outlook – Basic
- Microsoft Outlook – Intermediate