Learnsoft
ENTERPRISE TRAINING

Outlook for Office 365 Advanced

Length: 1/2 Day

Prerequisites: Outlook for Office 365 Introduction

Summary: Everyday, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange Server and the front-end intuitive user interface of Microsoft® Outlook®.

Course Objectives: In this course, you will use Outlook's advanced features to customize and manage your email communications, including:

You will:

- Insert objects in messages, and modify properties and global options.
- Organize, search, and manage messages.
- Protect your mailbox and manage its size.
- Use rules and Quick Steps to automate message management.

COURSE CONTENT

Lesson 1: Modifying Message Properties and Customizing Outlook

Topic A: Insert Hyperlinks and Symbols
Topic B: Modify Message Properties
Topic C: Add Email Accounts to Outlook
Topic D: Customize Outlook Options

Lesson 2: Organizing, Searching, and Managing Messages

Topic A: Group and Sort Messages
Topic B: Filter and Manage Messages
Topic C: Search Outlook Items

Lesson 3: Managing Your Mailbox

Topic A: Manage Junk Email Options
Topic B: Manage Your Mailbox Size

Lesson 4: Automating Message Management

Topic A: Use Automatic Replies
Topic B: Use Rules to Organize Messages
Topic C: Create and Use Quick Steps