

# Microsoft Outlook 2016/2013

## Level 2

### Course Overview

In this 1-day course, you will learn the more advanced features of Outlook 2013. You will learn options for sending email messages, such as drafts, voting, tracking, and signatures. You will also learn ways to organize messages by categories and folders, including creating rules to help automate the organization. Additionally, you will learn how to use updated email features such as Instant Search, removing names from the AutoComplete list, viewing only your unread messages, and Quick Steps for shortcuts. You will make a template from which to create standard email messages. You will create tasks for yourself, and you will assign tasks to others and track their progress. Additionally, you will assign a delegate to send email and organize meetings on your behalf. Finally, you will go beyond the automatic archive feature to manually control the archiving process yourself. Prerequisite Course: Outlook Level 1 or equivalent experience.



### Course Topics

#### Advanced Email Options

- Saving a Message as a Draft
- Creating and Using Email Signatures
- Using Voting Buttons
- Tracking Email Messages
- Routing Replies to a Coworker
- Sending a Delayed Message

#### Organizing Email Messages

- Setting Flags and Reminders
- Categorizing Messages
- Changing the View of Your Inbox
- Creating Folders to Organize Messages
- Using Favorite Folders
- Using Search Folders

#### Using Updated Email Features

- Using the Instant Search
- Removing Names from AutoComplete
- About Mail Tips
- Previewing Messages
- Viewing All vs. Unread Messages
- Using Inline Commands
- Using the Conversation View
- Renaming and Moving Inbox Folders
- Using the Quick Steps

#### Using Rules to Manage Email Messages

- Creating a Basic Rule
- Creating a Rule with More Options

#### Creating an Email Template

- Starting an Email Template
- Saving an Email Template
- Using an Email Template

#### Working with Tasks

- Creating Tasks
- Setting Due Dates and Reminders
- Categorizing Tasks
- Completing and Removing a Task
- Viewing Tasks with Your Calendar

#### Assigning Tasks to Others

- Assigning a Task to Someone
- Accepting a Task Request
- Sending a Task Update
- Tracking an Assigned Task

#### Working with Delegates

- Assigning a Delegate
- Acting as a Delegate
- Changing Delegate Permissions

#### Manually Archiving Data

- Reviewing AutoArchive
- Manually Archiving a Folder
- Opening an Archive File