

**Microsoft Outlook: Intermediate and Advanced**

**Category:**

Computers

**Course Prerequisite:**

None

**Course Length:**

6 hours

**Materials:**

Included (digitally only)

**Cancellation Policy:**

Less than 30 days, 100% non-refundable with ability to reschedule within 60 days

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Description:**

In this course, students will learn intermediate and advanced functionalities in Microsoft Outlook.

**Core Competencies & Benefits:**

* Creating items based on other items
* Creating search folders and other advanced search techniques
* Filtering options
* Forwarding emails as attachments
* Working with conversations
* Setting out of office messages
* Recalling a message
* Creating hyperlinks
* Creating an AutoSignature
* Flagging messages for follow-up
* Creating contact groups
* Forwarding and sharing contacts
* Working with other people's calendars
* Overlaying calendars
* Setting up delegate access
* Working with other Microsoft Office applications
* Working with Permissions
* Understanding options
* Creating your own views
* Sending vCards
* Working with Quick Steps
* Setting up Rules
* Archiving