

Course OUT1003: Microsoft Outlook 2010 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Outlook 2010 – Intermediate or equivalent experience

Course Outline

Unit 1: Collaboration

- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Unit 2: Mailbox management

- Managing your mailbox
- Archiving your mail

Unit 3: The Notes and Journal folders

- Recording information with notes
- Tracking activities with the Journal

Unit 4: Calendars and contacts

- Managing your calendar
- Managing contacts

Unit 5: Mail merges and templates

- Performing mail merges
- Working with templates

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes