

OUTLOOK 2007 ADVANCED

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| Unit Standard | 116935 |
| NQF Level | 2 |
| Credits | 2 |
| Duration | 1 Day |
| Pre-requisite Training | Microsoft Outlook 2007 Intermediate |

SYNOPSIS

This course provides delegates with advanced skills for managing e-mail, collaborating with others and customising the Microsoft Outlook 2007 interface. The delegate will learn how to work with Outlook tools designed to streamline the management of personal and shared information, whether at a desk or away from it.

COURSE OUTLINE - 2007

- Subscribe to RSS feeds;
- Participate in newsgroups;
- Record information by using notes;
- Link notes to contacts;
- Share notes;
- Work with new mail notifications;
- Create rules to process messages;
- Store e-mail messages on your computer;
- Secure your e-mail;
- Block unwanted messages;
- Specify advanced e-mail options;
- Connect Outlook to your server from a remote location;
- Work with Outlook items while offline;
- Automatically respond to messages;
- Share your folders with other people;
- Access other people's folders;
- Create a document workspace from Outlook;
- Work offline with document library contents;
- Connect to a SharePoint calendar;
- Connect to additional e-mail accounts;
- Create additional Outlook profiles;
- Make favourite Outlook commands easily accessible;
- Personalise your Office and Outlook set.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Utilise RSS feeds and Newsgroups;
- Create rules for more efficiency;
- Manage e-mail messages;
- Create additional accounts and personal folders.

OUTLOOK 2010 ADVANCED

SYNOPSIS

This 1-day Instructor-led course provides learners with advanced skills for managing e-mail, collaborating with others, and customising the Microsoft Outlook 2010 interface.

COURSE OUTLINE – 2010

- Manage Mail Settings;
- Work Remotely;
- Customise Outlook.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with new mail notifications;
- Create rules to process messages;
- Block unwanted messages;
- Secure your e-mail;
- Work with Outlook items when offline;
- Manage download options for slow connections;
- Automatically reply to messages;
- Work with SharePoint site content;
- Personalise the Outlook program window;
- Create and manage Quick Steps;
- Customise the ribbon;
- Customise the Quick Access Toolbar;
- Personalise your Office and Outlook settings.