



Outlook 2010 Intermediate

Microsoft Office Outlook 2010 is the newest version of Microsoft's popular information management program. This course explores time saving features in Outlook, Microsoft Word features that you can use when creating Outlook items, and various connectivity services (such as e-mail, SMS, and RSS) available in Outlook 2010.

Course highlights include an introduction to features available when using Microsoft Exchange Server with Outlook, complete coverage of text messaging in Outlook, an introduction to Quick Steps, and a discussion on RSS feeds.

Organizing Your E-mail (Part One)

The first two sections of this course will cover information management tools. To start, participants will learn how to create and manage folders. Next, participants will learn about the Favorites list in the Navigation Pane. Then, participants will learn about various search features, including search folders, the contextual Search Tools tab, the search box, and filters.

Organizing Your E-mail (Part One)

In the second part of this topic, we will talk about various kinds of rules, as well as follow-up flags and new clean-up tools. We will also explore Quick Steps (a new feature in Outlook 2010) and categories. Finally, participants will learn about Outlook's spam management tools, including the junk mail filter, the phishing filter, and blocked and safe sender lists.

A Word Primer

This section will introduce participants to some Microsoft Word features available when creating Outlook items, including text formatting tools, themes, Quick Styles, and mail formats. We will also look at objects that can be added to Outlook items: tables, pictures, Clip Art, screenshots, shapes, text boxes, WordArt, SmartArt, and charts.

Understanding E-Mail Accounts

Next, participants will learn how to set up and use a basic e-mail account. SMS (text messaging) accounts and RSS feeds will also be covered.

Microsoft Exchange Server**Error! Bookmark not defined.**

The final section of this course will explore the features available when using Microsoft Outlook with an Exchange Server mailbox. First, participants will learn how to set up and use an Exchange Server mailbox, both in Outlook and via Outlook Web Access. Next, participants will learn about mailbox management tools, such as delegates and the Out of Office Assistant. Then, participants will learn how to share their calendar and tasks, and how to schedule meeting requests with other Exchange users.