

## Microsoft® Office Outlook® 2013: Level 2

### Training Course Content

**Course Objective:** Students will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

**Prerequisites:** Students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders in a Windows environment. To ensure your success, we recommend that you first take Outlook 2013: Level 1 or have equivalent knowledge and skills.

#### **Lesson 1: Configure Advanced Message Options**

Topic A: Insert Advanced Characters and Objects  
Topic B: Modify Message Settings, Properties, and Options  
Topic C: Use Automatic Replies

#### **Lesson 2: Advanced Message Management**

Topic A: Sort Messages  
Topic B: Filter Messages  
Topic C: Organize Messages  
Topic D: Search Messages  
Topic E: Manage Junk Mail  
Topic F: Manage Your Mailbox

#### **Lesson 3: Advanced Calendar Management**

Topic A: Manage Advanced Calendar Options  
Topic B: Create Calendar Groups  
Topic C: Manage Meeting Responses

#### **Lesson 4: Advanced Contact Management**

Topic A: Edit an Electronic Business Card  
Topic B: Manage Advanced Contacts Options  
Topic C: Forward Contacts  
Topic D: Export Contacts

#### **Lesson 5: Managing Activities by Using Tasks and Journal Entries**

Topic A: Assign and Manage Tasks  
Topic B: Record and Modify Journal Entries

#### **Lesson 6: Sharing Workspaces with Others**

Topic A: Delegate Access to Mail Folders  
Topic B: Share Your Calendar  
Topic C: Share Your Contacts

#### **Lesson 7: Managing Outlook Data Files**

Topic A: Back Up Outlook Items  
Topic B: Change Data File Settings