

Microsoft Outlook Advanced

Delegates attending the Outlook advanced course will learn to:

<ul style="list-style-type: none">• Send E-mail with a “reminder-to-follow-up” flag• Automatically send incoming E-mail to specific E-mail folders as part of E-mail management• Use E-mail to carry out voting• Send out bulk letters to groups of people in your Contacts list• Create a standard E-mail as a template• Access someone else’s E-mail, Contacts, Calendar etc with their permission• Archive and retrieve old E-mails you want to keep• Share documents and messages with everyone in the organisation <p>E-mail Techniques & Rules</p> <ul style="list-style-type: none">• Flagging an E-mail• Voting using E-mail• Postponing an E-mail• using the Rules wizard <p>Mail Merge</p> <ul style="list-style-type: none">• Mail merge• Customising Views• Templates <p>E-mail Management</p> <ul style="list-style-type: none">• Sharing mail boxes• sending E-mail on behalf of someone else• archiving <p>Folders</p> <ul style="list-style-type: none">• Create a Public Folder• posting to a Public Folder• setting Public Folder permissions	
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