

Microsoft Office Outlook 2010: Advanced (R2)

Course Overview

This ILT Series course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to stay current with colleagues via the Outlook Social Connector. They will learn advanced techniques for managing and maintaining their mailboxes. Students will create and work with notes and Journal entries, share Outlook calendars and contacts, create customized e-mail templates, and use mail merge to send personalized messages to groups of contacts.

Course Outline

<u>Course Introduction</u>	2m
Course Introduction	
<u>Unit 01 - Collaboration</u>	29m
Topic A: Connecting with Colleagues via Outlook Social Connectors	
Status Updates in People Pane	
Demo - A-1: Examining the Available OSCs	
SharePoint	
Demo - A-2: Creating Your SharePoint Profile	
OSC Configuration	
Demo - A-3: Connecting Outlook to your SharePoint profile	
Connecting to Colleagues	
Demo - A-4: Using the People Pane to Connect to a Colleague	
Status Updates	
Demo - A-5: Monitoring Your Colleague's Status	
Contact Information	
Demo - A-6: Viewing My Site Contacts	
Topic B: Staying Informed with RSS	
RSS	
Subscribing to Feeds: Method A	
Subscribing to Feeds: Method B	
Demo - B-1: Subscribing to RSS feeds	
Articles and Updates	
Demo - B-2: Reading a Story and Updating a Feed	
RSS Feed Options	
Demo - B-3: Changing and Removing RSS Feeds	
Unit 01 Review	
<u>Unit 02 - Mailbox Management</u>	41m
Topic A: Managing Your Mailbox	
Mailbox Quotas	
Demo - A-1: Importing Messages So You Have Data to Manage	
Cleanup Strategies	
Mailbox Cleanup	
Demo - A-2: Deleting Messages and Attachments	
Automatic Folders	

Demo - A-3: Deleting the Contents of Automatic Folders
Clean Up

Demo - A-4: Clean Up Duplicate Messages
Compacting a Mailbox

Demo - A-5: Compacting Your Mailbox

Topic B: Archiving Your Mail

Archiving Mail

Demo - B-1: Archiving Mail Messages to a Local File

Restore Archived Messages

Demo - B-2: Opening an Archive File

AutoArchive

AutoArchive Settings

Demo - B-3: Archiving Mail Messages to a File Automatically

Archive Mailbox

Demo - B-4: Archiving to the Archive Mailbox

Unit 02 Review

Unit 03 - The Notes and Journal Folders

30m

Topic A: Recording Information with Notes

Creating Notes

Demo - A-1: Creating and Modifying Notes

Forwarding Notes

Demo - A-2: Forwarding Notes

Notes Options

Demo - A-3: Customizing Notes

Printing Notes

Print Options for Notes

Demo - A-4: Printing Notes

Assign a Contact

Demo - A-5: Assigning a Contact to a Note

Topic B: Tracking Activities with the Journal

Journal Entries

Tracking Automatically

Journal Options

Demo - B-1: Configuring the Journal to Record Entries Automatically

Demo - B-2: Creating Activity That Will Be Recorded in the Journal

Journal Entries

Demo - B-3: Viewing Journal Entries

Manual Journal Entries

Demo - B-4: Creating a Journal Entry Manually

Reading Journal Entries

Demo - B-5: Opening a Journal Entry and the Item It Refers To

Editing an Entry

Demo - B-6: Noting Work Performed with a Journal Entry

Unit 03 Review

Unit 04 - Calendars and Contacts

38m

Topic A: Managing Your Calendar

Calendar Sharing

Demo - A-1: Adding an Appointment

Share a Calendar

Demo - A-2: Sharing Calendars
Grant Permissions
Groups and Individuals
Permission Levels
Demo - A-3: Permitting Another User to Manage Your Calendar
Delegate Access
Demo - A-4: Delegating Access to Your Calendar
Remove a Delegate
Demo - A-5: Removing a Delegate
View SharePoint Calendars
Demo - A-6: Accessing Your SharePoint Calendar in Outlook

Topic B: Managing Contacts

Share Contacts
Demo - B-1: Sharing Contacts and Contacts Folders
Export Contacts
Demo - B-2: Exporting Contacts
Create a SharePoint Contact List
Demo - B-3: Creating a SharePoint Contact List
SharePoint Contacts in Outlook
Demo - B-4: Connecting Your SharePoint Contact List to Outlook
Unit 04 Review

Unit 05 - Mail Merges and Templates

33m

Topic A: Performing Mail Merges

Mail Merge
Demo - A-1: Importing Contacts to Use in a Mail Merge
Steps in a Mail Merge
Mail Merge Contacts Dialog Box
Merge Fields
Demo - A-2: Creating a Mail Merge
Inserting Merge Fields
Demo - A-3: Inserting a Merge Field
Finishing and Merging
Demo - A-4: Sending the Merged Message

Topic B: Working with Templates

Create a Template
Demo - B-1: Creating an Email Template
The Developer Tab
Demo - B-2: Showing the Developer Tab
Apply a Template
Demo - B-3: Sending a Message Based on a Template
Fields and Objects
Demo - B-4: Adding a Field Code to Your Template
Unit 05 Review
Course Closure

Total Duration: 2hrs 53m