

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Microsoft Outlook 2010 Level 3

Course Description:

In this course you will personalize emails, organize Outlook items, manage Outlook data files, work with contacts, save and archive email messages, create a custom form and learn how to work offline and remotely. This course is intended for delegates who wish to gain an advanced understanding of Outlook.

Pre-requisites:

Before starting this course, delegates are recommended to take the following PTR courses or have equivalent knowledge: Microsoft Outlook 2010: Level 1 and Microsoft Outlook 2010: Level 2.

Course Content:

- **Personalizing Your Email**
 - Apply Stationery and Themes
 - Create a Custom Theme
 - Create a Signature
 - Modify Signatures
 - Configure Email Message Security Settings
- **Organizing Outlook Items**
 - Group Items
 - Create Search Folders
 - Apply Conditional Formatting
- **Managing Outlook Data Files**
 - Back Up Outlook Items in Outlook Data Files
 - Add Outlook Data Files to a Mail Profile
 - Change Data File Settings

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Registered Office: Grenville Court Britwell Road Burnham Bucks SL1 8DF Company Registered No: 2442290 – VAT registration No: 532 1929 56

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- **Managing Contacts and Contact Information**
 - Forward Contacts
 - Edit an Electronic Business Card
 - Export Contacts
 - Perform a Mail Merge
 - Link Items to the Business Contact Manager
- **Saving and Archiving Email**
 - Save Messages in Alternate Formats
 - Archive Messages
 - Protect Archives and Other Personal Folders
- **Creating a Custom Outlook Form**
 - Customize a Form
 - Create Outlook Items Based on a Custom Form
- **Working Offline and Remotely**
 - Make Folders Available Offline
 - Configure Remote Procedure Calls over HTTP
 - Download Selected Messages
 - Publish Calendar Information to Office Online
- **Appendix A- Newsgroups**
- **Appendix B- RSS Feeds**
- **Appendix C- The Outlook Social Connector**
- **Appendix D- Manage Multiple Accounts**

Course Duration:

1 Days

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