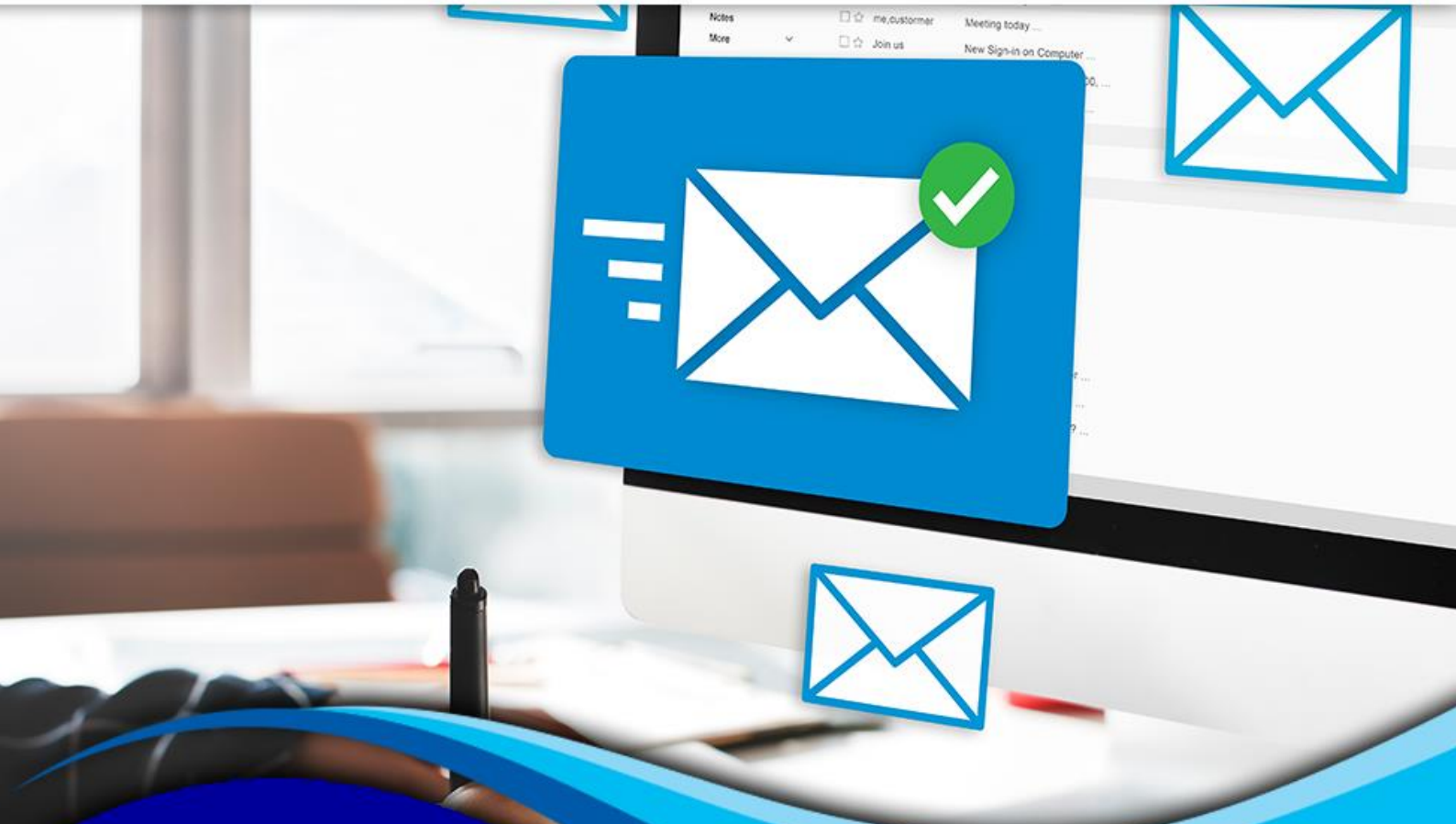




**African Helix**  
Training

*In Pursuit of Excellence and Beyond...*



Microsoft®  
**Outlook**  
Part 2: Advanced

**Course Content**

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## Overview

This course is designed for individuals who are already familiar with the basic functions of Outlook and are ready to take their skills to the next level. You will explore advanced features such as automating tasks, optimizing your inbox, managing schedules, using rules, and leveraging collaboration tools.



## Course Prerequisites

Students should be comfortable Basic Outlook Proficiency, Intermediate Skills and a positive willingness to learn



## Target Audience

Users familiar with basic features like sending/receiving emails, scheduling meetings, and basic task management.



## Course Outline

***Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.***



## Duration

**In Class/Virtual Class: 1 Day**  
(08:30 – 15:30)



## Delivery Methods

- On-Site
- At designated location
- Virtual Live



## What You Get

- Certificate of Completion



## Outcomes and Objectives

- Master advanced email management techniques, such as rules, categories, and search folders.
- Utilize automation features such as Quick Steps and templates to streamline workflows.
- Effectively manage calendars and appointments using advanced scheduling tools.



### **Lesson 1: Configuring 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: Organise Messages
- Topic D: Search Messages
- Topic E: Manage Junk Mail
- Topic F: Manage Your Mailbox

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

- Topic A: Manage Advanced Calendar Options
- Topic B: Manage Additional Calendars
- Topic C: Manage Meeting Responses
- Topic D: Assign and Manage Tasks

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

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

### **Lesson 5: Sharing Workspaces with Others**

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

### **Lesson 6: Managing Outlook Data Files**

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



### **Lesson 7: Managing E-mail Security**

- Topic A: Configure E-mail Message Security Settings



**For More Details and to Register, Please Contact**

#### **Course Coordinator**

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**ENROLL NOW**



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