# 1 Days

# 50537A: Learn Microsoft Outlook 2010 Step by Step, Level 3

The Microsoft Outlook 2010 Level 3 training is a one-day course that introduces students with advanced and more complex features and functions for managing e-mail, collaborating with others, and customizing the Microsoft Outlook 2010 interface.

Completion of the course equips the participants with the following skill set:

- Working with new mail notifications.
- Creating rules to process messages.
- Blocking unwanted messages.
- Securing your e-mail.
- Working with Outlook items while offline.
- Managing download options for slow connections.
- Automatically replying to messages.
- Working with SharePoint site content.
- Personalizing the Outlook program window.
- Creating and managing Quick Steps.
- Customizing the ribbon.
- Customizing the Quick Access Toolbar.
- Personalizing your Office and Outlook settings

# Course Details

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## Course Outline

### Module 1: Manage E-Mail Settings

In this module, participants will learn to manage new mail notifications, create rules to process messages, manage unwanted mail, and protect your e-mail.

**Lessons**

- Work with New Mail Notifications
- Create Rules to Process Messages

- Block Unwanted Messages

- Secure Your E-Mail

**Lab: Working with New Mail Notifications**
**Lab: Creating Rules to Process Messages**

## Module 2: Work Remotely

In this module, participants will learn to use Cached Exchange Mode to work remotely, explore to work more efficiently while having a slow connection, how to work with SharePoint site content, and how to reply set up automatic message replies.

**Lessons**

- Work with Outlook Items While Offline

- Manage Download Options for Slow Connections

- Work with SharePoint Site Content

- Automatically Reply to Messages

**Lab: Automatically Replying to Messages**

## Module 3: Customize Outlook

In this module, participants will learn how to change the appearance and arrangement of elements in the program window, how to create custom Quick Steps to perform multiple actions with one click, how to specify the tabs that appear on the ribbon and groups that appear on the ribbon tabs, how to add frequently used commands to the Quick Access Toolbar, and how to configure Office and Outlook settings.

**Lessons**

- Personalize the Outlook Program Window

- Create and Manage Quick Steps

- Customize the Ribbon

- Customize the Quick Access Toolbar

- Personalize Your Office and Outlook Settings

**Lab: Personalizing the Outlook Program Window**
**Lab: Creating and Managing Quick Steps**
**Lab: Customizing the Ribbon**
**Lab: Customizing the Quick Access Toolbar**

# Who Should Attend

This course is beneficial for information workers who want to learn advanced level Access 2010 skills.

# Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.

- Basic file management skills.

- Knowledge of the Outlook interface and Outlook item creation.

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