

ExecuTrain Course Outline

Outlook 2010: Advanced

Course length: 1 day

Course Description

In this course students will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues. Students will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create e-mail templates, and use mail merge to send personalized messages to groups of contacts.

Course Content

Unit 1: Collaboration

Topic A: Connecting with colleagues via Outlook Social Connectors

Topic B: Staying informed with RSS

Unit 2: Mailbox management

Topic A: Managing your mailbox

Topic B: Archiving your mail

Unit 3: The Notes and Journal folders

Topic A: Recording information with notes

Topic B: Tracking activities with the Journal

Unit 4: Calendars and contacts

Topic A: Managing your calendar

Topic B: Managing contacts

Unit 5: Mail merges and templates

Topic A: Performing mail merges

Topic B: Working with templates