

# Microsoft Office Outlook 2010: Advanced

- **Course Length:** 1 Day

## 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

<b><u>Course Introduction</u></b>	2m
Course Introduction	
<b><u>Unit 01 - Collaboration</u></b>	29m
<b>Topic A: Connecting with Colleagues via Outlook Social Connectors</b>	
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	
<b>Topic B: Staying Informed with RSS</b>	
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	
<b><u>Unit 02 - Mailbox Management</u></b>	41m
<b>Topic A: Managing Your Mailbox</b>	
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**

27m

**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  
Assign a Contact  
Demo - A-4: 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 50m**