# 55278-A: Advanced Microsoft Outlook 2019

Module 1: Working with Tasks and Notes

This module explains how to work with tasks and notes in Microsoft Outlook.

*Lessons*

- Create a Task
- Print a Task
- Update a Task
- Search for Tasks
- Assign a Task
- Reply to a Task Request
- Track Tasks
- Change Your Task View
- Work with Notes

*Lab : Work with Tasks*

After completing this module, students will be able to:

- Change your Task view.
- Create a task.
- Print a task.
- Update a task.
- Assign a task.
- Search for tasks.
- Reply to a task request.
- Track tasks.
- Work with notes.

Module 2: Using Signature and Themes

This module explains how to use signatures and themes.

- Create a Signature
- Automatically Add a Signature to Messages
- Modify a Signature
- Format Outgoing Messages
- Create and Apply a Theme

*Lab : Adding a Theme and Signature to Your Messages*

After completing this module, students will be able to:

- Create a signature.
- Learn how to automatically add the signature to email messages.
- Modify a signature.
- Create and apply a theme

Module 3: Managing Your Inbox

This module explains how to manage your inbox in Microsoft Outlook.

*Lessons*

- Search for Messages
- Create Search Folders
- Sort Messages
- Add New Local Folders
- Move Messages between Folders
- Group Your Mailbox Items
- Filter Messages
- Organize Messages
- Create and Manage Rules
- Manage Your Junk Email
- Acrhive Your Messages
- Create an Outlook Data File
- Create a Quick Step
- Add Protection to Your Outgoinng Messages
- Create Auto-replies

*Lab : Managing Your Inbox Exercises*

- Organizing Your Messages

- Managing Your Mail by Creating a Quick Step

After completing this module, students will be able to:

- Search for messages.
- Create search folders.
- Group your mailbox items.
- Filter messages.
- Organize messages.
- Manage your junk mail.
- Archive your messages.
- Create an Outlook data file.
- Create a Quick Step to easily and quickly apply multiple actions to emails. Add protection to outgoing emails.

Module 4: Working with Multiple Email Accounts

This module explains how to work with multiple email accounts in Microsoft Outlook.

*Lessons*

- Setting Up Multiple Accounts in Outlook
- Send Emails from Different Accounts
- POP vs. IMAP Email Programs

*Lab : Working with Multiple Email Accounts*

After completing this module, students will be able to:

- Set up multiple accounts in Outlook.
- Send emails from different accounts.
- Learn the differences between POP and IMAP email programs.