

KOENIG SOLUTIONS • COURSE OUTLINE

Advanced Microsoft Outlook

Learn to manage tasks, signatures, inbox organisation and multiple email accounts using advanced Outlook features.

8 Hours

DURATION

4

MODULES

32

TOPICS

6

HANDS-ON LABS

COURSE OVERVIEW

This Microsoft Outlook training class builds on basic skills in Outlook and teaches students to work with some of the more advanced features of Outlook.

WHO THIS COURSE IS FOR

This course is intended for students who have basic skills with Microsoft Outlook 2019 who want to learn higher level skills or students who want to learn the topics covered in this course in the 2019 interface

LEARNING OBJECTIVES

- Create and track tasks and assign task requests
- Change task views and work with notes
- Create and modify signatures and message themes
- Search, sort and filter messages within the inbox
- Create rules, quick steps and search folders
- Manage junk email, archives and auto-replies
- Configure multiple email accounts in Outlook
- Compare POP and IMAP email programs

4 Modules, 32 Topics

01

Lab

Working with Tasks and Notes

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

TOPICS

- 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

02

Lab

Using Signature and Themes

This module explains how to use signatures and themes.

TOPICS

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

03

3 Labs

Managing Your Inbox

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

TOPICS

- 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
- Archive Your Messages
- Create an Outlook Data File
- Create a Quick Step
- Add Protection to Your Outgoing Messages
- Create Auto-replies

Working with Multiple Email Accounts

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

TOPICS

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

NOTES

- Source document ends with a standalone heading 'Microsoft Copilot for Outlook' with no accompanying content; could not be placed in any section.

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	Working with Tasks and Notes	Work with Tasks
02	Using Signature and Themes	Adding a Theme and Signature to Your Messages
03	Managing Your Inbox	■ Managing Your Inbox Exercises ■ Organizing Your Messages ■ Managing Your Mail by Creating a Quick Step
04	Working with Multiple Email Accounts	Working with Multiple Email Accounts

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com