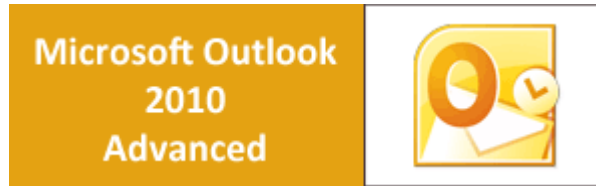


## OUTLOOK 2010 ADVANCED TRAINING



**COURSE LENGTH: 1.0 DAYS**

Outlook 2010 Advanced Training course, the third and final course in the Outlook 2010 training series, elevates your Outlook skills to the expert level which improves your business communications and time management.

The topics covered in this course include: using the Outlook Social Connector, how to manage multiple mailboxes, using mail merge to send personalised messages to multiple contacts, connecting Outlook to colleagues and social network account, subscribing to RSS feeds, journal entries (manual & automatic) and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

---

## OUTLOOK 2010 ADVANCED TRAINING COURSE OUTLINE

---

### FOREWORD

In this Outlook 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, rated 5.0/5.0 in overall quality by ProCert Labs, participants will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues.

Participants 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 personalised messages to groups of contacts.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

#### Prerequisites:

[Outlook 2010: Intermediate](#) or equivalent experience.

---

### OUTCOMES

- ▶ Connect Outlook to a social network account
  - ▶ Connect to a colleague
  - ▶ Subscribe to RSS feeds
  - ▶ Archive messages
  - ▶ Restore archive messages
  - ▶ Create and work with notes
  - ▶ Create Journal entries manually and automatically
  - ▶ Learn to share calendars and contacts
  - ▶ Grant and remove folder sharing permissions
  - ▶ Delegate access to calendar and contacts
  - ▶ Access a SharePoint calendar in Outlook
  - ▶ Access SharePoint contacts in Outlook
  - ▶ Learn to send many messages using mail merge
- 

### MODULES

---

#### Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

---

#### Lesson 2: Collaboration

- ▶ Connecting with colleagues via Outlook Social Connectors
- ▶ Staying informed with RSS

---

#### Lesson 3: Mailbox management

- ▶ Managing your mailbox
- ▶ Archiving your mail

---

#### Lesson 4: The Notes and Journal folders

- ▶ Recording information with Notes
- ▶ Tracking activities with the Journal

---

## Lesson 5: Calendars and contacts

- ▶ Managing your calendar
- ▶ Managing your contacts

---

## Lesson 6: Mail merges and templates

- ▶ Performing mail merges
- ▶ Working with templates

---

## WEB LINKS

- 
- ▶ [View this course online](#)