

Outlook 365 Level 2 : Outlook 365 Level 2

Learn to use advanced features to manage email, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your Outlook items.

Course Outcomes

Upon successful completion of this course, you will be able to:

- Insert objects in messages and modify properties and global options.

- Organize, search, and manage messages.

- Protect your mailbox and manage its size.

- Use rules and Quick Steps to automate message management.

- Work with advanced calendar settings.

- Import and forward contacts.

- Assign delegate permissions and share Outlook items with others.

- Archive and back up Outlook items using data files.