



# MOUSELITERATE

## Outlook Intermediate Course Outline

These sessions are designed for people who have a good foundation in the use of Microsoft Outlook and a reasonable level of numeracy. Candidates should be familiar with the topics covered on the introduction sessions.

### Session One

#### The Outlook Task List

- Create a task
- Update progress on a task
- Delete a task
- Organise tasks using categories
- Assign a task to another mail recipient
- Accept or decline a task
- Flagging e-mails

#### Making Notes

- Create, edit and delete a note
- Change the look of a note
- Organise notes

#### Organising and Managing Your Information

- Create and save views
- Conversation view
- Apply a view
- Find and filter items
- Use categories to identify items
- Use search box to find items

### Session Two

#### Setting Calendar Options

- Set work days and times
- Display an additional time zone
- Set availability options

#### Managing Messages

- Use the mail rules wizard
- Use the Out of Office Assistant
- Create a Contact Group to send emails to multiple people
- Modify delivery options
- Creating Quick Steps to manage repetitive actions
- Creating Quick Parts to insert blocks of text

#### Working with Contacts

- Save contact details as a business card
- Use a business card as your signature for messages
- Forward and receive contacts by email
- Flag contacts for follow-up (reminder)

