



# MS Outlook

Level 2

**YOUR PARTNER IN EXCELLENCE**

## **Outlook basics**

- ❖ Customizing outlook
- ❖ Using keyboard shortcuts

## **Composing & sending e-mail**

- ❖ Using stationery
- ❖ Applying themes
- ❖ Inserting images into a message
- ❖ Inserting online images
- ❖ Inserting a hyperlink

## **Receiving e-mail**

- ❖ Displaying message participant information
- ❖ Creating automatic replies
- ❖ Subscribing to RSS feeds

## **E-mail management**

- ❖ Using categories
- ❖ Adding a folder to favorites
- ❖ Using search folders
- ❖ Saving messages to a file
- ❖ Managing junk mail
- ❖ Using rules to process email
- ❖ Using quick steps
- ❖ Saving keystrokes with quick parts
- ❖ Modifying new mail notifications

## **Working with contacts**

- ❖ Assigning a category to a contact
- ❖ Creating a contact group
- ❖ Sending email to a contact group
- ❖ Adding a contact picture

## **Working with the calendar**

- ❖ Changing calendar options
- ❖ Sharing a calendar
- ❖ Printing a calendar
- ❖ Working with multiple calendars
- ❖ Working with calendar groups

### **Using tasks**

- ❖ Creating recurring tasks
- ❖ Assigning tasks to others

### **Working with notes**

- ❖ Color categorizing a note
- ❖ Printing notes

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