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We can help?*

**M J H COMPUTER TRAINING**

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## Microsoft® Office Outlook® 2013: Level 2

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**Course Number:** 091044

**Course Length:** 1 day

**Target Student:** This course is intended for people who have a basic understanding of Microsoft® Windows® and Microsoft Office Outlook 2013 and want or need to know how to perform more advanced tasks in Outlook.

### Course Content

#### **Lesson 1: Configure Advanced Message Options**

**Topic A:** Insert Advanced Characters and Objects

**Topic B:** Modify Message Settings, Properties, and Options

**Topic C:** Use Automatic Replies

#### **Lesson 2: Advanced Message Management**

**Topic A:** Sort Messages

**Topic B:** Filter Messages

**Topic C:** Organize Messages

**Topic D:** Search Messages

**Topic E:** Manage Junk Mail

**Topic F:** Manage Your Mailbox

#### **Lesson 3: Advanced Calendar Management**

**Topic A:** Manage Advanced Calendar Options

**Topic B:** Manage Additional Calendars

**Topic C:** Manage Meeting Responses

#### **Lesson 4: Advanced Contact Management**

**Topic A:** Edit an Electronic Business Card

**Topic B:** Manage Advanced Contacts Options

**Topic C:** Forward Contacts

**Topic D:** Export Contacts

#### **Lesson 5: Managing Activities by Using Tasks and Journal Entries**

**Topic A:** Assign and Manage Tasks

**Topic B:** Record and Modify Journal Entries

#### **Lesson 6: Sharing Workspaces with Others**

**Topic A:** Delegate Access to Mail Folders

**Topic B:** Share Your Calendar

**Topic C:** Share Your Contacts

#### **Lesson 7: Managing Outlook Data Files**

**Topic A:** Back Up Outlook Items

**Topic B:** Change Data File Settings

#### **Appendix A: Configuring Email Message Security Settings**

#### **Appendix B: Microsoft Outlook 2013 Common Keyboard Shortcuts**