



## Advanced Microsoft 365 Outlook Course Overview

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#### Course Duration:

3 Hours / 0.5 Day

#### 1 Send and receive emails

- Delay or schedule sending email messages
- Set a message expiration date
- Save or don't save drafts of unsent messages
- Send automatic reply email
- Recall or replace a sent email
- Delete and recover email
- Add and request read receipts and delivery notifications

#### 2 Organize your email

- Clean up your inbox
- Block unwanted mail
- Set an email flag, reminder, or color
- Organize email by using folders
- Search and filter email
- Organize your inbox with rules

#### 3 Manage meetings

- View and customize calendars
- Schedule appointments
- Manage meeting requests
- Attach a file to a meeting invitation

#### 4 Manage calendars

- Search for calendar items
- Create additional calendars
- Open and view multiple calendars
- Email, share or print your calendar

#### 5 Collaborate with others

- Create and conduct email polls
- Allow someone else to manage your mail, calendar or contact

- Manage another person's mail and calendar items

#### 6 Shortcuts and timesavers for your favorite email

- Get to your inbox fast
- Stop hunting for attachments
- Where's the Bcc field?
- Get rid of outdated Auto-Complete addresses
- Lightning-fast shortcuts for search
- Set an Automatic Reply for your vacation
- Automate common or repetitive tasks with Quick Steps
- Ignore all email messages in a conversation
- Smart Lookup
- Jump around Outlook with ease

#### 7 Additional Topics

- OneDrive integration
- Group creation and usage
- Manage multiple accounts