

# Outlook 2010 Level 2

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1-day course  
Course Code: C102en

**Who should attend?** This course is intended for participants who are familiar with Microsoft Office Outlook 2010 users.

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**Prerequisites** Microsoft Outlook 2010 – Level 1 or equivalent knowledge.

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**Course Objectives:** Upon completion of the course, participants will be able to accomplish the following:

- View Web Pages and Favourites, and work with Office 2010 applications while using Outlook
  - Organize Outlook folders by assigning categories, creating rules, and applying filters
  - Manage junk e-mail, use auto signatures and stationery, control messages, and use message notifications
  - Use the productivity-improvement features of the Calendar, Contacts, Tasks, and Mail folders, as well as create and use Outlook forms
  - Work with shared folders, delegate folder access, and archive Outlook items
  - Set up Outlook 2010 for mobile use and synchronize mail
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**Course Content**      **Getting the Most out of Outlook 2007**  
Viewing Web Pages and Favorites; Integration with Office 2007 Applications

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**Managing Folders**  
Categories; Rules Wizard; Filtering a View

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**Using Advanced Message Features**  
Organizing Messages; Using Signatures and Stationery; Controlling Messages; Message Notifications

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**Personal Productivity**  
Calendar; Contacts; Forms and Templates; Mail

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**Sharing Folder Access and Archiving Outlook Items**  
Working with Shared Folders; Delegating Folder Access; Archiving Outdated Items

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**Outlook for Mobile Clients**  
Working Offline; Setting Up Outlook for Mobile Use

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