

Microsoft Outlook Part 2: Organization and Automation

Price: 295

Duration: 1 days

Delivery Methods: Virtual

Overview

In this course, you will customize command sets, configure mail accounts, set global options, perform advanced searches, apply filters to intercept mail and control spam, create rules to automate mail management tasks, work with calendars and contacts, manage tasks, preserve data with archives and data files, as well as share and delegate access to your Outlook items. In short, you'll work with a wide range of features and options and, in so doing, understand why Outlook is a leading personal management system. This course builds upon the foundational knowledge presented in the Microsoft Outlook - Part 1 course and will help you customize a communication system well-suited to your work style. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400.

Course Schedule

Date	Time	Price	Options
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FAQ

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How do I enroll for this class?

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What is your late policy?

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What happens when I finish my class?

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