

# Microsoft Outlook 2019 - Part 2

**Price:** 295

**Duration:**

**Delivery Methods:** Virtual

## Overview

Every day, millions of email messages are exchanged among people within and between organizations. Email has a ubiquitous presence in the lives of many, and it's likely that email technologies will continue to evolve with the changing needs of workplaces. After all, email communication has not been replaced, or its growth slowed, as many predicted with the rise of social media and the widespread adoption of mobile technologies. Many organizations have implemented mail management systems that combine the back-end power of Microsoft® Exchange® and the front-end intuitive user interface of Outlook. In this level 2 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 many management tasks, work with calendars and contacts, manage tasks, protect data with archiving and data files, as well as share and delegate access to your workspaces. 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 is intended for people who have a basic understanding of Microsoft® Windows® and want to know how to use Outlook's advanced features to manage their email communications, calendar events, contact information, search functions, and other communication tasks.

## Course Schedule

Date	Time	Price	Options
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