

Course:**Microsoft Outlook 2013: Advanced**

Duration: 1day**Description:**

This ILT Series course builds on the skills and concepts taught in Outlook 2013: Basic. Students will learn how to customize Outlook, use Quick Steps, create Folder pane shortcuts, customize the Navigation bar, customize their messages and signatures, and set up automatic replies. Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes. Students will also learn how to search various folders, use filters, and apply categories, as well as how to work with notes and Journal entries. Finally, they will learn how to share Outlook calendars and contacts and stay informed with RSS feeds. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2013 (exam 77-423). For comprehensive certification training, students should complete the Basic and Advanced courses for Outlook 2013. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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Topic A: Connecting with colleagues via Outlook Social Connectors