

### Outlook 2010: Advanced

**Code:** CT11-462

**Duration:** 1 day(s)

#### Outline

##### Collaboration

Connecting with colleagues via Outlook  
Social Connectors  
Staying informed with RSS

**Calendars and contacts**  
Managing your calendar  
Managing contacts

##### Mailbox management

Managing your mailbox  
Archiving your mail

**Mail merges and templates**  
Performing mail merges  
Working with templates

##### The Notes and Journal folders

Recording information with notes  
Tracking activities with the Journal

**Appendix A: Business Contact Manager**  
Using Business Contact Manager

#### After completing this course, students will know how to:

- Stay current with the activities of colleagues on social networks, such as SharePoint; subscribe to RSS news feeds; and read articles within a feed.
- Manage your mailbox by deleting old and unneeded messages, deleting the contents of automatic folders, and compacting your mailbox; and archive messages to local files and the archive mailbox.
- Create, forward, and customise notes; create automatic and manual Journal entries; and open and modify Journal entries.
- Share access to your calendar with others; use your SharePoint calendar in Outlook; share contacts with others; export contacts; and use SharePoint contacts in Outlook.
- Send many personalised e-mail messages by using mail merge; create e-mail templates; and send messages based on those templates.

#### Prerequisites

Outlook 2010: Intermediate or equivalent experience