



CenterPoint Solution, LLC

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MICROSOFT® OUTLOOK® - INTERMEDIATE LEVEL

Course Description:

In this course, you will customize your Outlook® environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook® items.

Who Should Take This Course:

This course is designed for experienced Outlook® users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook® items.

Achieved Results:

You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook® items.

Course Outline:

- Customize the Calendar by setting various Calendar options
- Customize message options
- Track work activities using the Journal
- Assign and track tasks
- Share folder information
- Customize the Outlook® environment
- Locate Outlook® items
- Work with public folders