



# Advanced Outlook 2016

## Tips and Tricks

Looking for more advanced tips and tricks to be productive at the highest level? In this course, participants will master all the ins and outs of Outlook. They will better manage their inboxes with rules and Mailbox Cleanup, and use the calendar to its full potential—using Categorizing and other tips and tricks.

**June 21, 2017**

8:30 A.M.—4:30 P.M.

Training Room A  
Plano Municipal Center

PeopleSoft Course Code: TS3804

Instructor:



**Dean Keith**



### 1. Quick Access Toolbar

- A. Calendar
- B. Change View (for use when Custom views are built)
- C. Update folder (to check for anticipated emails)
- D. Arrangement view—to easily change email sorting options

### 2. Manage Your Mailbox

- A. Sort Messages
- B. Filter Messages
- C. Organize Messages
- D. Search Messages
- E. Manage Junk Mail
- F. Quick Steps
- G. Rules

### 3. Manage Your Messages

- A. Create Signature Images in Word
- B. Options-Themes
- C. Format Text Tab
- D. Change Styles—set as default
- F. Delay delivery
- G. Screenshots & Screen Clipping
- H. Smart Lookup in the Review Tab
- I. Using Quick Parts

### 4. Contacts

- A. Edit an Electronic Business Card
- B. Forward Contacts
- C. Export Contacts
- D. Share Your Contacts

### 5. Work with the Calendar

- A. Manage Appointments
- B. Manage Meetings
- C. Print Your Calendar
- D. Share Your Calendar
- E. OneNote

### 6. Views

- A. Conditional Formatting
- B. Filters
- C. Group By
- D. Sorting

### 7. Shortcuts—to existing folders

### 8. Assign & Manage Tasks

