

**Course:****Outlook 2010: Advanced, First Look Edition**

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**Course Number:** 1-4260-1990-4**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to stay current with colleagues via the Outlook Social Connector. They will learn advanced techniques for managing managing and maintaining their mailboxes. Students will create and work with notes and Journal entries, share Outlook calendars and contacts, create customized e-mail templates, and use mail merge to send personalized messages to groups of contacts.

**Outline**

- Unit 1: Collaboration
  - Topic A: Connecting with colleagues via Outlook Social Connectors
  - Topic B: Staying informed with RSS
  
- Unit 2: Mailbox management
  - Topic A: Managing your mailbox
  - Topic B: Archiving your mail
  
- Unit 3: The Notes and Journal folders
  - Topic A: Recording information with notes
  - Topic B: Tracking activities with the Journal
  
- Unit 4: Calendars and contacts
  - Topic A: Managing your calendar
  - Topic B: Managing contacts
  
- Unit 5: Mail merges and templates
  - Topic A: Performing mail merges
  - Topic B: Working with templates

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.