

# Advanced Microsoft Outlook Training

**Course Duration: 08 Hours**

**Course Code: AMO-ADV-01**

## 1. Course Overview

Advanced Microsoft Outlook Training is designed to help professionals master email management, calendar scheduling, task automation, and productivity features. This course focuses on advanced tools like rules, shared mailboxes, integrations, and security settings to enhance workplace communication and efficiency.

## 2. What You'll Learn

- Advanced email management and organization
- Creating and managing rules & filters
- Calendar sharing and scheduling meetings effectively
- Task and to-do management using Outlook
- Working with shared mailboxes and teams
- Email automation and quick steps
- Data backup, archiving, and security settings
- Integration with Microsoft Office tools

## 3. Target Audience

- Working professionals using Outlook daily
- Administrative and office staff
- Managers and team leaders
- IT professionals and support staff
- Anyone looking to improve email productivity

## 4. Pre-Requisites

- Basic knowledge of Microsoft Outlook
- Familiarity with email communication
- Basic computer skills

## 5. Course Content

**Module 1:** Outlook Interface & Advanced Setup

**Module 2:** Email Management & Organization

**Module 3:** Rules, Filters & Automation

**Module 4:** Calendar & Meeting Management

**Module 5:** Task, Notes & Productivity Tools

**Module 6:** Contacts & Address Book Management

**Module 7:** Shared Mailboxes & Collaboration

**Module 8:** Data Management (Backup & Archiving)

**Module 9:** Security, Privacy & Spam Control

**Module 10:** Outlook Integration with Microsoft 365