

# Advanced techniques with Outlook («MOFT»)

Learn the most important building blocks for an efficient use of Outlook and OneNote as your information repository.

**Duration:** 1 day

**Price:** 700.–

**Course documents:** Digital courseware

## Content

### 1 Module: E-Mail

- E-Mail templates
- Adjusting views

### 2 Module: People

- Create contact folders and organize contacts
- Serial mails from Word

### 3 Conditional formatting

### 4 Access rights for substitution

- Creating a substitution
- Accessing other inboxes
- Permission levels and rights

### 5 Import/Export

- iCalender (calendar)
- VCARDS (persons)

### 6 Microsoft OneNote

- User interface of a notebook
- From Outlook
  - Importing mails
  - Importing calendar entries
  - Importing contacts
  - Importing tasks
- To Outlook
  - Send pages via E-Mail
  - Creating tasks
- Using tags
- Searching for content
- Creating and using page templates
- Drawing tools
- Sharing notebooks
- Exporting pages, sections and notebooks

## Key Learnings

- Dealing with mass mail and contacts
- Setting up deputy access rights for absence regulation
- Inserting and exporting contacts and calendars
- Getting to know and efficiently using OneNote

## Target audience

This course is designed for advanced Outlook users who want to optimize their Outlook environment and strive for a key user role in their organization.

## Requirements

This course requires good knowledge of Outlook. Attending one of the following courses or equivalent knowledge is required:

- [Microsoft Outlook Foundation \(«MOGL»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-outlook/course-advanced-techniques-with-outlook](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-outlook/course-advanced-techniques-with-outlook)