



# Microsoft Outlook

## Advanced

### Customising Outlook

- Customizing the Navigation Pane
- Changing the Reading Pane
- Changing the To-Do Bar
- Resizing Panes

### Adding Word Elements to an E-mail

- Common Formatting Tasks
- Adding SmartArt
- Adding Pictures
- Adding Tables

### Customizing Your Profile

- Setting up a Signature
- Changing Font Theme
- Changing Stationery Options
- Enabling or Disabling Automatic Spell Check

### Advanced E-Mail Tasks

- Adding Voting Buttons
- Setting the Priority
- Changing the Message Format
- Adding a Follow-Up Flag

### Advanced Calendar Tasks

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Colour-Coding Appointments
- Changing Calendar Options
- About Calendar Groups

### Doing More with Tasks

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options

### Using Notes

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Colour-Coding a Note
- Changing Note Views

### Viewing RSS Feeds

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items

### Managing Outlook Data

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data
- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File

