Course : Outlook 2019, advanced and collaborative features

optional remote TOSA® certification
Practical course - 2d - 14h - Ref. OTP
Price : 890 CHF E.T.

This hands-on training course will enable you to deepen your knowledge of Outlook 2019, so you can master e-mail, contacts and calendars individually or in a more collaborative way. In particular, you'll be able to create direct mail and your first macro commands.

Teaching objectives

At the end of the training, the participant will be able to:

- Master advanced messaging options
- Discover Outlook macro commands and VBA
- Master information-sharing tools to manage collaborative work
- Efficient time management with the diary to optimize use and delegate.
- Manage your contact book and create direct mailings
- Managing filing, archiving and backup

Intended audience

Any user wishing to deepen their Outlook skills to improve individual and collective efficiency in its advanced functionalities.

Prerequisites

Good knowledge of Outlook basics, daily use of email, contacts and calendar.

Practical details

Hands-on work
Discussions, practical exercises and training.

Teaching methods
Active pedagogy based on discussion, practical exercises and training, and assessment of skills acquired throughout the course.

Course schedule

PARTICIPANTS
Any user wishing to deepen their Outlook skills to improve individual and collective efficiency in its advanced functionalities.

PREREQUISITES
Good knowledge of Outlook basics, daily use of email, contacts and calendar.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

(1) Master advanced messaging options

- Automatic rules and monitoring indicators.
- Categories for easy organization.
- Customized search.
- Research files.
- Modification of fast actions.
- Setting up the absence manager on the Exchange server.
- Group messaging (Microsoft 365).
- Add-on installation and removal.

Hands-on work
Create filing and copy rules. Use searches, install and delete add-ons, create and use groups.

(2) Filing, archiving and backup

- Create folders to organize messages.
- Create automatic and manual archiving rules.
- Filter messages according to criteria.
- Archive folders in an Outlook data file (.pst).
- Declaration of junk mail, junk mail option.

Hands-on work
Create an automatic message archive, export items to a .pst file and manage unwanted messages.

(3) Manage your contact book and create direct mailings

- Transfer one of your contacts via messaging.
- Create a mailing from your contacts.
- Personalize your contacts with display settings.

Hands-on work
Create and transfer a contact, create a mailing using your contact book.

(4) Efficient time management

- Calendar settings.
- Share and send your calendar by e-mail.
- Organizing meetings and inviting participants.
- Creation of a periodic meeting.
- Check the availability of meeting participants.
- Create a calendar group.
- Using a group calendar (Microsoft 365).

Hands-on work
Create a recurring meeting by checking participants' availability beforehand, create a calendar group.

⑤ Share information

- Share your mail files.
- Allocate access authorizations for your files.
- Assign a task.
- Use To Do in conjunction with Outlook.
- Mailbox delegation.
- Sending mail on behalf of another person.
- Délégation de son agenda.

Hands-on work
Share a mail folder and change its authorization, create tasks and track them in To Do, delegate your mailbox and calendar.

⑥ Discover Outlook macro commands and VBA

- The developer tab is displayed.
- Create an Outlook macro and discover VBA.
- Use VBA to send an Excel sheet by e-mail.

Hands-on work
Create a simple macro in Outlook and create a simple macro in Excel to send a sheet by e-mail.

Options

Certification : 80 € HT

TOSA® Outlook certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. Subscription to the certification option is made at the time of registration, and commits the learner to taking the online exam within 4 weeks of the session. The exam lasts 1 hour, and consists of 35 exercises alternating between application manipulations and multiple-choice questions, the difficulty of which varies according to the learner's answers. Unless specifically requested, the course is given by default in French and on the most recent software version. Once the exam has been completed, the learner can consult his or her results on-line, and receives an e-mail with a certificate, a detailed description of his or her skills and a diploma.

Dates and locations

REMOTE CLASS
2026 : 18 May, 1 Oct.