

# Course : Outlook 2019, advanced and collaborative features

**optional remote TOSA® certification**

***Practical course - 2d - 14h - Ref. OTP***

***Price : 760 € 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.

### 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.

## Course schedule

### 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.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 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.

### PARIS LA DÉFENSE

2026 : 18 May, 1 Oct.