

Outlook 2010 Advanced Concepts

Using Navigation Pane and Search Folders

- Customizing the Navigation Pane
- Displaying Multiple Windows in Outlook
- Creating a New Search Folder
- Creating a Custom Search Folder

Rules, Quick Steps

- Creating a Rule Based on a Message
- Deleting a Rule
- Using The Rules Wizard
- Changing the Value of a Rule

Categorizing & Conditional Formatting

- Assigning a Category to an Outlook Item
- Modifying the Master Category List
- Setting the Quick Click Category
- Applying the Quick Click Category

Calendar Groups, Permissions & Delegation

- Calendar Groups
- Permissions
- Delegation – Conferencing “on behalf of” with Outlook
- Shared Inbox

Tasks & Notes

- Adding a Task
- Creating a Recurring Task
- Editing a Task
- Marking a Task Complete
- Sorting Tasks
- Using the Tasks Pane
- Working with the Daily Task List
- Using the Notes Pane

Overview of Outlook Web Access

Lync 2010 Advanced Concepts

Microsoft Office Integration with Lync

- Send an Email from Lync
- Send an IM from Other MS Applications
- Start Sharing Session from Other MS Applications

Delegation and Advanced Conferencing

- Setting Meeting Options
- Utilizing and Admitting from the Meeting Lobby
- Delegation / Conferencing “on behalf of”
- Joining a Lync Meeting using Lync Attendee
- Joining a Meeting Using the Lync Web App

Polling

- Conducting a Poll
- Saving Poll Results
- Poll Options & Best Practices

Configuring Audio, Video & User Settings

- Configuring audio / video
- Configuring smart phones
- Editing user settings

Resources Available / Q&A