

## Outlook 2010: Advanced, First Look Edition, Student Manual



This ILT Series course builds on the skills and concepts taught in Outlook 2010: Intermediate. Students will learn how to stay current with colleagues via the Outlook Social Connector. They will learn advanced techniques for managing managing and maintaining their mailboxes. Students will create and work with notes and Journal entries, share Outlook calendars and contacts, create customized e-mail templates, and use mail merge to send personalized messages to groups of contacts.

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