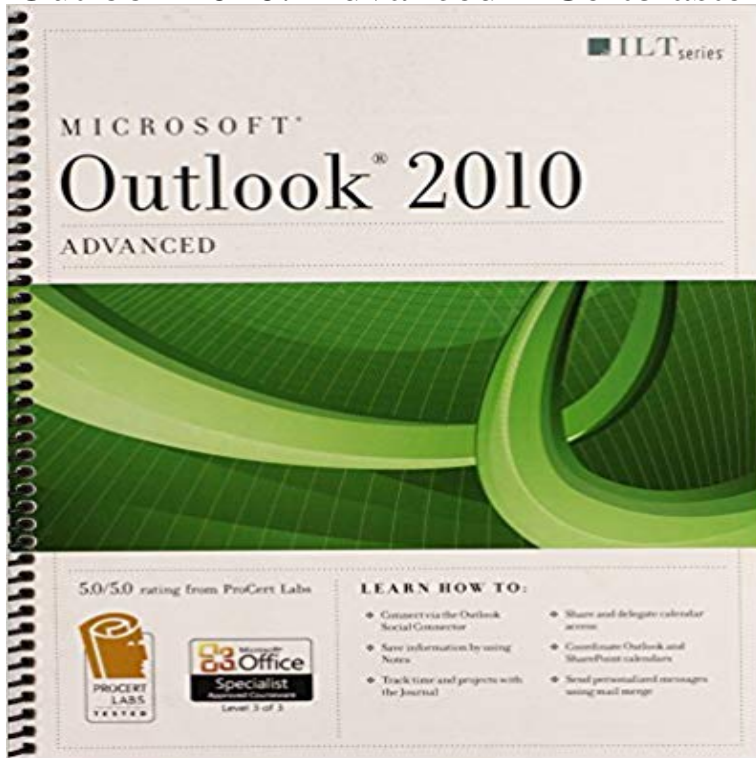# Outlook 2010: Advanced + Certblaster (ILT)

In this ILT Series course, students will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues. Students will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create e-mail templates, and use mail merge to send personalized messages to groups of contacts. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Outlook 2010.

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