

Outlook 2003 Advanced

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Customise the Outlook environment
- Find and filter messages
- Sort and group messages
- Use rules to control messages
- Use calendars to set up meetings
- Use contacts
- Use templates
- Integrate tasks with other Microsoft applications
- Create and use public folders

Pre-requisites

- Experience of Windows 2000 or later.
- Attendance on Outlook 2003 Introduction course or equivalent experience

Course Contents

Customizing Outlook

- The Outlook environment
- The Outlook Bar

Messages

- Searching and filtering messages
- Customising messages

The Inbox

- Organizing the Inbox
- The Rules Wizard
- Managing your mailbox
- Alternate e-mail methods

Folders

- The Notes folder
- The Journal folder
- The Calendar folder
- The Contacts folder

Templates and forms

- Stationery and templates
- Forms

Integration

- Outlook components
- Importing and exporting data
- Creating Office documents

Public and shared folders

- Public folders
- Sharing your Outlook folders

Remote mail and Offline folders

- Remote mail
- Offline folders

Newsgroups and e-mail security

- Newsgroups
- E-mail security