

Outlook 2003: Advanced

Course length: 1 Day

Course Description: This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

Course Objective: You will communicate using Instant Messaging, personalize and organize your mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

Target Student: Persons with an intermediate understanding of Outlook who need to use Outlook to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

Prerequisites: This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Communicate using MSN Messenger.
- ◆ Personalize your mail by using stationery and signatures.
- ◆ Organize Outlook items by grouping, creating Search Folders, setting rules, and applying conditional formatting.
- ◆ Use contacts to share, link, and communicate information.
- ◆ Save and archive mail.
- ◆ Create a custom form.
- ◆ Set up your computer for offline and remote use.

Course Content

Lesson 1: Communicating Using MSN Messenger

Obtain a Hotmail Account
Add Contacts
Send and Receive Instant Messages
Attach a File
Change MSN Messenger Status
Change MSN Messenger Options

Lesson 2: Personalizing Your Mail

Use Stationery
Create Custom Stationery
Create Signatures
Modify Signatures

Lesson 3: Organizing Outlook Items

Group Items
Create Search Folders
Create Rules
Apply Conditional Formatting

Lesson 4: Working with Contacts

Forward Contacts
Create a vCard from a Contact
Export Contacts
Perform a Mail Merge
Link Items to a Contact

Lesson 5: Saving and Archiving Mail

Save Messages in Alternate Formats
Archive Messages
Protect Personal Folders

Lesson 6: Creating a Custom Form

Add Form Fields
Save a Form
Test a Form

Lesson 7: Working Offline and Remotely

Create an Offline Folder File
Make a Folder Available Offline
Create a Send/Receive Group
Download Messages

If you have any questions about this course, please call CompuTrain at (713) 349-9186.