

# Outlook 2003: Intermediate

Course length: 1 Day

**Course Description:** If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.

**Course Objective:** You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

**Target Student:** This course is designed for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

**Prerequisites:** Before taking this course, students are required to take:

- ◆ Microsoft Outlook 2003: Level 1

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

- ◆ Track work activities using the Outlook Journal.
- ◆ Customize the calendar by setting various calendar options.
- ◆ Modify message options.
- ◆ Make folder information available to other Outlook users.
- ◆ Assign and track tasks.
- ◆ Customize the Outlook environment.
- ◆ Sort, find and color-code items in your mailbox and calendar.

## Course Content

### **Lesson 1: Tracking Work Activities Using the Journal**

Record a Journal Entry Automatically  
Manually Record a Journal Entry  
Modify a Journal Entry

### **Lesson 2: Setting Calendar Options**

Set Work Days and Times  
Display Other Time Zones  
Set Free/Busy Options

### **Lesson 3: Setting Message Options**

Modify Message Settings  
Modify Delivery Options  
Modify Message Formats  
Notify Others that You will be Out of the Office  
Create and Modify a Distribution List  
Insert a Hyperlink

### **Lesson 4: Sharing Folder Information**

Specify Folder Permissions  
Access Another User's Folder  
Delegate Access To Folders

### **Lesson 5: Managing Tasks**

Assign a Task  
Reply to a Task Request  
Send a Task Update  
Track Assigned Tasks

### **Lesson 6: Customizing Outlook**

Customize the Toolbar  
Create a New Toolbar  
Customize the Menu  
Create a Folder Home Page

### **Lesson 7: Locating Outlook Items**

Sort Messages Using Multiple Criteria  
Find Messages  
Find Messages Using Multiple Criteria  
Filter Messages  
Organize Messages  
Manage Junk Email

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