

Outlook 2003: Advanced

1 Day

Prerequisites

- MS Outlook 2003 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Advanced Organizational Tools

Lesson 1.1: Managing Folders

- Creating, Naming, Renaming, And Deleting Folders
- About Folder Types
- Using Views
- Using The Views List In The Navigation Pane
- Using Column Headers
- Using Arrange By In The Views Menu
- Using Current View In The Views Menu

Lesson 1.2: Mail Management Tools

- Using The Rules And Alerts Wizard
- Using The Organize Pane
- Configuring Junk E-Mail Options
- Applying Blocked And Safe Senders Lists

Lesson 1.3: Search Folders

- Creating Search Folders
- Customizing Search Folders
- Using Search Folders
- About Favorite Folders

Lesson 1.4: Finding Items In Outlook

- Using Find In The Tools Menu
- Using Basic Search
- Using Advanced Find
- Finding Contacts

Lesson 1.5: Managing Outlook Data

- Auto-archive Options
- Archiving Manually
- Mailbox Cleanup
- Importing And Exporting Information

Section 2: Advanced E-Mail Features

Lesson 2.1: Mail Formatting

- Features When Using Word As The E-Mail Editor
- Using The Outlook E-Mail Editor
- About Plain Text
- About Rich Text Format
- About Hyper Text Markup Language (HTML)

Lesson 2.2: Signatures

- Setting Signature Options
- Creating A Signature
- Using Signatures

Lesson 2.3: Printing And E-Mail Message

- Using Print Preview
- About Print Styles
- Using Page Setup
- Printing A Selection

Section 3: Advanced Information Management Tools

Lesson 3.1: Advanced Calendar Options

- Recurring Calendar Appointments
- Meeting Options
- Adding Holidays To Your Calendar

Lesson 3.2: Advanced Task Options

- Recurring Tasks
- Assigning Tasks

Lesson 3.3: Using Categories

- Assigning A Category To An Item
- Creating Custom Categories
- Using Categories In A View

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Lesson 3.4: Linking Items

- Linking A Calendar Item To A Contact
- Linking A Task Item To A Contact
- Linking A Mail Item To A Contact
- Linking A Contact To Another Contact
- Using The Activities Tab
- Using Journal To Link Items

Lesson 3.5: Mail Merge

- Starting Mail Merge From Outlook
- Starting Mail Merge From Word

Lesson 3.6: Custom Forms

- Creating Custom Forms
- Publishing Custom Forms
- Applying Custom Forms To Existing Items
- Using The Form Cache

Lesson 3.7: Information Management Features

- Setting Permissions
- Viewing Another User's Folder

Appendix A: Business Contact Manager Configuration

Setting Up Business Contact Manager

- Business Contact Manager Setup Wizard
- Business Contact Manager Homepage
- Business Contact Manager Folder List
- Business Tools Menu
- Business Contact Manager Toolbar

Working With Business Contact Manager Data

- Creating A Database
- Removing A Database
- Using Shared Databases
- Managing Your Database
- Importing And Exporting Data

Information Management Tools

- Interacting With Outlook
- Generating Reports
- Using The Product And Service Items List

Appendix B: Using Business Contact Manager Accounts

- Creating New Accounts
- Editing An Account
- Account Views

Business Contacts

- Creating A Business Contact
- Editing A Business Contact
- Business Contact Views

Business Opportunities

- Creating An Opportunity
- Editing An Opportunity
- Opportunity Views

Business History And Notes

- Creating A History Item
- Creating A Business Note In An Item
- Creating A Business Note Outside An Item
- Viewing The Business History Folder

Linking Items

- Link To Record
- E-Mail Auto-Linking