

Course Description

This course is the third in a series of Microsoft Office Outlook 2003 courses. It covers advanced email and calendaring features and provides 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.

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. The following courses (or equivalent knowledge) are required: Either Windows XP: Introduction or Windows 2000: Introduction, Windows XP Professional: Levels 1&2 (if using Windows XP) Outlook® 2003: Levels 1&2 Word 2003: Level 1

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.

Outline

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

Saving and Archiving Mail

- Save Messages in Alternate Formats
- Archive Messages
- Protect Personal Folders

Personalizing Your Mail

- Use Stationery
- Create Custom Stationery
- Create Signatures
- Modify Signatures

Creating a Custom Form

- Add Form Fields
- Save a Form
- Test a Form

Organizing Outlook Items

- Group Items
- Create Search Folders
- Create Rules
- Apply Conditional Formatting

Working Offline and Remotely

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

Working with Contacts

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

Appendix A: Public Folders

Appendix B: Newsgroups