

## OUTLOOK 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This course, teaches advanced-level functions and features of Outlook 2003. Students will learn how to create custom toolbars, customize the menu bar and Navigation pane, use advanced search options, set and remove filters, and sort, group, and set rules for messages. They'll also learn how to work with notes, the Journal, advanced Calendar features, message templates, forms, public folders, newsgroups, and Outlook's security features.

**Course Length:** One day

#### **Table of Contents:**

##### **Unit 1: Customizing Outlook**

Topic A: The Outlook environment

Topic B: Groups and shortcuts

##### **Unit 2: Messages**

Topic A: Searching and filtering messages

Topic B: Customizing messages

##### **Unit 3: The Inbox**

Topic A: Organizing the Inbox folder

Topic B: Setting rules

Topic C: Managing your mailbox

Topic D: Alternate e-mail methods

##### **Unit 4: Folders**

Topic A: The Notes folder

Topic B: The Journal folder

Topic C: The Calendar folder

Topic D: The Contacts folder

Topic E: Business Contact Manager

##### **Unit 5: Templates and forms**

Topic A: Working with templates

Topic B: Forms

##### **Unit 6: Integration**

Topic A: Outlook components

Topic B: Importing and exporting data

##### **Unit 7: Public, shared, and offline folders**

Topic A: Public folders

Topic B: Sharing your Outlook folders

Topic C: Offline folders

##### **Unit 8: Newsgroups and e-mail security**

Topic A: Newsgroups

Topic B: Security

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives

#### **Objectives:**

Add custom toolbars, customize the menu bar, and customize the Navigation pane by adding groups and shortcuts.

Use Find and Advanced Find to search for messages, set and remove filters on messages, use message formats, stationery, and delivery options to customize messages.

Sort and group messages, use the Rules Wizard to set rules for messages, use the Out of Office Assistant to send AutoReplies, use Mailbox Cleanup, archive mail messages, and create unique e-mail signatures for multiple accounts.

Change the default appearance of messages by using templates and create and use forms.

Integrate tasks with contacts and import and export data between Outlook and other Microsoft Office applications.

Create a public folder, post, modify, and delete an item from a public folder, delete a public folder, share the Inbox, Calendar, Contacts, and Tasks folders with other users, and use offline folders.

Work with newsgroups and Outlook security features.