



# Microsoft Outlook 2003 Level 2

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Windows 2000: Basic or Windows XP: Basic, Microsoft Outlook 2003: Basic</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Add custom toolbars, customize the menu bar, and customize the Navigation pane by adding groups and shortcuts.</p> <p>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.</p> <p>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.</p> <p>Create, modify, forward, and customize notes, assign a contact to a note, use Journal to record items automatically and manually, modify Journal entries, assign a contact to a Journal entry, book office resources for meetings, view and print a Calendar, save a Calendar as a Web page, create group schedules, send a meeting request to a Calendar group, publish free/busy information, send contact information to another user, sort contacts, distribute free/busy information,</p>	<p>create and import vCard information into contacts, create an account and a business contact by using Business Contact Manager, use the Business History folder to view business activities, manage business opportunities, and prepare various reports.</p> <p>Change the default appearance of messages by using templates and create and use forms.</p> <p>Integrate tasks with contacts and import and export data between Outlook and other Microsoft Office applications.</p> <p>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.</p> <p>Work with newsgroups and Outlook security features.</p> <p><b>Outline:</b></p> <p><b>Customizing Outlook</b></p> <p>The Outlook environment</p> <p>Groups and shortcuts</p> <p><b>Messages</b></p> <p>Searching and filtering messages</p> <p>Customizing messages</p> <p><b>The Inbox</b></p> <p>Organizing the Inbox folder</p> <p>Setting rules</p> <p>Managing your mailbox</p> <p>Alternate e-mail methods</p>	<p><b>Folders</b></p> <p>The Notes folder</p> <p>The Journal folder</p> <p>The Calendar folder</p> <p>The Contacts folder</p> <p>Business Contact Manager</p> <p><b>Templates and forms</b></p> <p>Working with templates</p> <p>Forms</p> <p><b>Integration</b></p> <p>Outlook components</p> <p>Importing and exporting data</p> <p><b>Public, shared, and offline folders</b></p> <p>Public folders</p> <p>Sharing your Outlook folders</p> <p>Offline folders</p> <p><b>Newsgroups and e-mail security</b></p> <p>Newsgroups</p> <p>Security</p> <p><b>Appendix A: Microsoft Office Specialist exam objectives map</b></p> <p>Comprehensive exam objectives</p>
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