

# Advanced Microsoft Outlook

## Course Outline



**Product Versions:** 2003, 2007, 2010

**Course Duration - 1 day**

**Pre Requisite:** An ability to use Outlook to compose and send e-mail, schedule appointments and meetings, manage contact information and tasks and use notes, customise Outlook and track, share, assign and locate items .

**Objectives:** Upon completion of the course the delegate will be able to to utilise the advanced features to further customise and personalise Outlook.

## COURSE CONTENT

### Personalizing Your Email

- Apply stationary and themes
- Create a custom theme
- Create signatures
- Modify signatures
- Configure email messages security settings

### Working With Contacts

- Forward contacts
- Edit an electronic business card
- Export contacts
- Perform a mail merge
- Link items to business contact manager

### Organizing Outlook Items

- Group items
- Create search folders
- Apply conditional formatting

### Creating A Custom Form

- Add form field
- Save a form as a template
- Test a form

### Managing Outlook Data Files

- Create a data file
- Add Outlook data files to a mail profile
- Change data file settings

### Savings and Archiving Email

- Save messages in alternate formats
- Archive messages
- Protect personal folders

### Working Offline and Remotely

- Make folders available offline
- Configure RPC over HTTP
- Download selected messages
- Publish calendar information to office online

### Optional items

- Newsgroups



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