

Outlook 2003 Level 2

1-day course
Course Code: C132

Who should attend? This course is intended for participants who are familiar with Outlook 2003.

Prerequisites Outlook 2003 Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- o Customize the Outlook Interface, view Web Pages and Favorites and work with Office 2003 applications
- o Organize Outlook folders by assigning categories, creating rules, and applying filters
- o Manage junk e-mail, use color-coding and stationery, control messages, and use message notifications
- o Work with shared folders, delegate folder access, and archive Outlook items
- o Get familiar with advanced productivity-improving features of the
- o Calendar, Contacts, and Tasks folders, as well as create and use Outlook forms
- o Set up Outlook 2003 for mobile use and synchronize mail

Course Content

Getting the Most out of Outlook 2003
Customizing the Outlook Interface; Viewing Web Pages and Favorites; Integration with Office 2003 Applications;

Managing Folders
Categories; Rules Wizard; Filtering a View;

Using Advanced Message Features
Organizing Messages; Creating and Using Stationery; Controlling Messages; Message Notifications;

Sharing Folder Access and Archiving Outlook Items
Working with Shared Folders; Delegating Folder Access;
Archiving Outdated Items;

Personal Productivity
Calendar; Contacts; Tasks; Forms and Templates;

Outlook for Mobile Clients
Working Offline;
