

Outlook 2007 Level 3 Advanced

1 day course

Overview

This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Course Objective

You will work with the advanced features of Outlook.

Target student

This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, 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 thereof) are required: Microsoft Office Outlook 2007: Level 1, Microsoft Office Outlook 2007: Level 2

Course Content:

Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create Signatures
- Modify Signatures
- Configure Email Message Security Settings

Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Managing Outlook Data Files

- Create a Data File
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to Business Contact Manager

Saving and Archiving Email

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

Creating a Custom Form

- Add Form Fields
- Save a Form as a Template
- Test a Form

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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