



Microsoft® Outlook (Level 3)

Description: Course highlights include a discussion about advanced e-mail and information management features, linking items, using the journal, custom forms, publishing and sharing calendars, the new Social Network Connector, data management, Outlook security, and the Outlook Address Book.

Lesson 1: Personalizing Your Email

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

Lesson 2: Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Back Up Outlook Items in Outlook Data Files
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

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

Lesson 5: Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

- Customize a Form
- Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

- Make Folders Available Offline
- Configure Remote Procedure Calls over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online

Appendix A: Newsgroups

Appendix B: RSS Feeds

Appendix C: The Outlook Social Connector

Appendix D: Manage Multiple Accounts