

Outlook 2007 - Level 3

Duration: 1 day

Overview:

This course builds on email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

Module 1: Personalizing Your Email

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

Module 2: Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Module 3: Managing Outlook Data Files

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

Module 4: Working with Contacts

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

Module 5: Saving and Archiving Email

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

Module 6: Creating a Custom Form

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

Module 7: Working Offline and Remotely

- Make Folders Available Offline
- Configure RPC Over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online