

Microsoft® Office Outlook® 2007 Level 3 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

Course Description

In this final stage of the three course series training of Microsoft Office Outlook 2007, you will build on the email and calendaring skills you have already obtained and gain 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.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Personalize your email.
- ✓ Organize Outlook items.
- ✓ Manage Outlook data files.
- ✓ Work with contacts.
- ✓ Save and archive email messages.
- ✓ Create a custom form.
- ✓ Work offline and remotely.

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