Microsoft Outlook 2007:Advanced

Overview: Students will learn 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.

Prerequisites: Outlook 2007 Intermediate or equivalent knowledge.
Course Length: One day

Course Content

Lesson 1: Personalizing Your Email
Apply Stationery and Themes
Create a Custom Theme
Create and 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
Create a Data File
Add Outlook Data Files to a Mail Profile
Change Data File Settings

Lesson 4: Working with Contacts
Forward Contacts
Edit an Electronic Business Card
Export Contacts
Perform a Mail Merge
Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email
Save Messages in Alternate Formats
Archive Messages
Protect Personal Folders

Lesson 6: Creating a Custom Form
Add Form Fields
Save a Form as a Template
Test a Form
Lesson 7: Working Offline and Remotely
Make Folders Available Offline
Configure RPC Over HTTP
Download Selected Messages
Publish Calendar Information to Office Online