



## **Microsoft Outlook 2003: Advanced**

**Overview:** Students will learn how to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

**Prerequisites:** Microsoft Outlook 2003 Intermediate or equivalent knowledge.

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Communicating Using MSN Messenger**

- Obtain a Hotmail Account
- Add Contacts
- Send and Receive Instant Messages
- Attach a File
- Change MSN Messenger Status
- Change MSN Messenger Options

#### **Lesson 2: Personalizing Your Mail**

- Use Stationery
- Create Custom Stationery
- Create Signatures
- Modify Signatures

#### **Lesson 3: Organizing Outlook Items**

- Group Items
- Create Search Folders
- Create Rules
- Apply Conditional Formatting

#### **Lesson 4: Working with Contacts**

- Forward Contacts
- Create a vCard from a Contact
- Export Contacts
- Perform a Mail Merge
- Link Items to a Contact

#### **Lesson 5: Saving and Archiving Mail**

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



**Lesson 6: Creating a Custom Form**

Add Form Fields

Save a Form

Test a Form

**Lesson 7: Working Offline and Remotely**

Create an Offline Folder File

Make a Folder Available Offline

Create a Send/Receive Group

Download Messages