



Microsoft Outlook 2003: Intermediate

Overview: Students will learn how to customize their environment, calendar, and mail messages to meet their specific needs and to track, share, assign, and quickly locate various Outlook items.

Prerequisites: Windows 2000 or XP Introduction and Microsoft Outlook 2003 Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
- Manually Record a Journal Entry
- Modify a Journal Entry

Lesson 2: Setting Calendar Options

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

Lesson 3: Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

Lesson 4: Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

Lesson 5: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks



Lesson 6: Customizing Outlook

Customize the Toolbar

Create a New Toolbar

Customize the Menu

Create a Folder Home Page

Lesson 7: Locating Outlook Items

Sort Messages Using Multiple Criteria

Find Messages

Find Messages Using Multiple Criteria

Filter Messages

Organize Messages

Manage Junk Email