



## Computer Consultants Corporation

### Microsoft Outlook

### Administration

Length of course: 1 class days (6 hours)

Objective(s): The participant will learn to install, setup, and administer Microsoft Outlook.

Prerequisites: Advanced Outlook or equivalent experience.

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#### Installing and Configuring Outlook

- Installing Outlook
- Starting Outlook for the First Time
- Configuring Accounts
- Creating and Using Profiles
- Setting Up Personal Folders
- Adding Other Data Stores
- Setting Up Offline Storage
- Configuring Cached Exchange Mode
- Setting Up AutoArchive
- Using Outlook Web Access

#### Setting Outlook Startup Options

- Choosing the Startup View
- Understanding Normal vs. Safe Mode
- Starting Outlook Automatically
- Using RUNAS to Change User Context
- Using Startup Switches
- Creating Shortcuts for New Outlook Items

#### Configuring Outlook Options

- Setting Outlook Preferences
- Configuring Mail Setup
- Selecting the Mail Format
- Choosing Spelling Options
- Selecting Security Options
- Configuring Other Options
- Setting Up Delegate Access

#### Using Internet Mail

- Configuring POP3 Accounts
- Setting Up IMAP Accounts
- Using Outlook with Hotmail Accounts
- Handling Multiple Accounts
- Viewing Full Message Headers

#### Exploring Fax Capabilities

- Configuring the Fax Service
- Sending Faxes from Outlook
- Receiving Faxes with Outlook

#### Securing Outlook

- Using Security Zones
- Signing Messages with a Digital Signature
- Encrypting Messages
- Setting Macro Security
- Using Virus Protection
- Protecting Data with Windows Rights Management

#### Using LDAP Directory Services

- Configuring a Directory Service Account
- Using LDAP to Find People

#### Designing Templates and Custom Forms

- Creating and Using Templates
- Editing Templates
- Sharing Templates with Others
- Creating a Custom Form
- Publishing and Sharing Custom Forms
- Setting a Custom Form as the Default

#### Customizing Outlook

- Customizing the Navigation Pane
- Customizing Command Bars and Toolbars
- Customizing the Outlook Today View
- Creating Custom Views and Print Styles
- Creating a Macro