



Computer Consultants Corporation

Microsoft Outlook

Advanced

Length of course: 1 class day (6 hours)

Objective(s): In this course students will learn about the advanced features Outlook has to offer. They will learn to customize Outlook to meet their needs, archive old data, and share information with others.

Prerequisites: Introduction to Outlook or equivalent experience.

Setting Messaging Options

- Creating and Using Message Signatures
- Setting the Default Message Format
- Using Word as the Default Editor
- Checking Spelling Before Sending
- Setting Message Options
- Saving Messages
- Handling Junk Mail

Working with Attachments

- Attaching Files to a Message
- File Compatibility and Size Limitations
- Opening and Saving Attachments
- Printing an Attachment
- Using File Compression Utilities

Scheduling Meetings

- Planning a Meeting
- Inviting Attendees
- Viewing Free/Busy Information
- Booking Meeting Resources
- Sending a Meeting Request
- Accepting or Declining a Meeting Request
- Proposing a New Time for a Meeting
- Updating or Canceling a Meeting

Setting Calendar Options

- Adjusting Work Days and Times
- Setting the Color and Other Options
- Showing an Additional Time Zone
- Saving a Calendar as a Web Page
- Sharing a Calendar with Others
- Opening Another User's Calendar

Customizing Outlook Forms

- Adding Form Fields
- Displaying or Hiding Pages
- Publishing a Form

Organizing Outlook Data

- Creating Folders
- Moving and Copying Items
- Finding Email Messages and Contacts
- Using Advanced Find
- Customizing Views
- Applying Filters to Views
- Saving Custom Views
- Resetting Views

Using Search Folders and Rules

- Working with Search Folders
- Creating a Search Folder
- Customizing Search Folder Options
- Creating a Rule from a Message
- Using the Rules Wizard
- Disabling or Deleting a Rule

Archiving, Importing, and Exporting Data

- Archiving Old Data Manually
- Opening an Archive File
- Setting Up AutoArchive
- Importing Outlook Data
- Exporting Outlook Data

Using Outlook Offline

- Cached Exchange Mode
- Enabling Offline Folders