



Microsoft® Office Outlook® 2003: Level 2

Course Objective: You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Prerequisites:

- Microsoft Outlook 2003: Level 1

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- track work activities using the Outlook Journal.
- customize the calendar by setting various calendar options.
- modify message options.
- make folder information available to other Outlook users.
- assign and track tasks.
- customize the Outlook environment.
- sort, find and color-code items in your mailbox and calendar.

Course Content

Lesson 1: Tracking Work Activities Using the Journal

- Topic 1A: Record a Journal Entry Automatically
- Topic 1B: Manually Record a Journal Entry
- Topic 1C: Modify a Journal Entry

Lesson 3: Setting Message Options

- Topic 3A: Modify Message Settings
- Topic 3B: Modify Delivery Options
- Topic 3C: Modify Message Formats
- Topic 3D: Notify Others that You will be Out of the Office
- Topic 3E: Create and Modify a Distribution List
- Topic 3F: Insert a Hyperlink

Lesson 5: Managing Tasks

- Topic 5A: Assign a Task
- Topic 5B: Reply to a Task Request
- Topic 5C: Send a Task Update
- Topic 5D: Track Assigned Tasks

Lesson 7: Locating Outlook Items

- Topic 7A: Sort Messages Using Multiple Criteria
- Topic 7B: Find Messages
- Topic 7C: Find Messages Using Multiple Criteria
- Topic 7D: Filter Messages
- Topic 7E: Organize Messages
- Topic 7F: Manage Junk Email

Lesson 2: Setting Calendar Options

- Topic 2A: Set Work Days and Times
- Topic 2B: Display Other Time Zones
- Topic 2C: Set Free/Busy Options

Lesson 4: Sharing Folder Information

- Topic 4A: Specify Folder Permissions
- Topic 4B: Access Another User's Folder
- Topic 4C: Delegate Access To Folders

Lesson 6: Customizing Outlook

- Topic 6A: Customize the Toolbar
- Topic 6B: Create a New Toolbar
- Topic 6C: Customize the Menu
- Topic 6D: Create a Folder Home Page