

Microsoft Outlook Intermediate

Prerequisite

Outlook Introduction or a basic working knowledge of Outlook

Course Description

This course builds on the topics covered in *Outlook Introduction*. Students will learn how to better manage their mail by using folders, rules, flags, and Inbox view data columns. Students will learn how better manage their contacts by using follow-up flags and forwarding contact information to other users. They will also learn how better manage their calendars by delegating rights to their calendar (or other folders) and allowing others to see or use their calendar (or other folders). Students will also explore how the task list works.

Objectives

Outlook Today Window

Customize the Outlook Today Window

E-Mail

Add AutoSignatures

Set an Out-of-Office Notification

Display the Folder List

Create, Move and Delete Folders

Customize the Outlook Bar (versions 2000 & XP)

Customize the Navigation Pane (version 2003)

Flag Messages

Add Data Columns using the Field Chooser

Recall a Message

Create Rules

Setup AutoArchive for a Folder, Export Folder Data, Save an Email as a Text File

The Calendar

Customize the Calendar

Turn an E-Mail into an Appointment

Allow Others to View Your Calendar, Inbox, Contacts or Tasks

Folder Permissions

View Another Person's Calendar, Inbox, Contacts or Tasks

Add Another Person's Mailbox to Your Account

Contacts

Add a Contact From a Mail Message

Flag a Contact for Follow-up and Find a Contact

Send Other People Your Contact List

Tasks

Assign Tasks to Others

Create a Recurring Task

Class Length

3.5 hours

Instructor-led, hands-on course