

Microsoft Outlook 2003 – Module 2

Course Duration: 1 day

Prerequisites: Microsoft Outlook – Module 1

Advanced E-mail Features

Saving Unfinished Messages (Drafts)
Recalling a Message
Using the Out of Office Assistant
Using Stationery
Creating a Signature
Inserting a Signature
Formatting Fonts
Changing the Message Format
Changing Views
Changing E-mail Options

Organizing and Finding Information

Working with Outlook Data files
Finding Information
Using the Advanced Find Feature
Using Folders to Organize Information
Creating a Folder
Renaming, Copying, Moving, and Deleting a Folder
Selecting Multiple Items
Flagging Items
Dealing with Junk E-mail
Adding Names to the Junk Mail Sender's List
Using Categories
Using the Rules Wizard
Using Grouped Views
Filtering Information
Color Coding E-mail Messages
Sorting Information
Adding Fields to a View
Creating a Custom View
Using the Organize Panel
Closing an Outlook Data file

Collaborating with Other Users

Planning a Meeting
Respond to a Meeting Request
Checking Responses to a Meeting Request
Set the Free/Busy Options
Opening Someone Else's Folder
Giving Delegate Permissions
Setting Access Permissions

Open Shared Folders Automatically
Taking a Vote
Taking and Tracking Votes
Assigning Tasks to Another User
Sending a Status Report
Working with Public Folders
Adding a New Item to a Public Folder
Replying to Items in a Public Discussion Folder

Advanced Topics

Customizing Outlook's Toolbar
Using the Tools Together
Manually Archiving Information
Retrieving Archived Items
Using AutoArchive
Importing Information
Exporting Information
Starting Outlook Automatically when Windows Starts
Accessing Your Outlook E-mail on a Free E-mail Service