

# Outlook 2003 Advanced

**Duration:** 1 Day

## Course Overview:

This is the second day of Outlook 2003 training and builds on the skills learned in Outlook 2003 Introduction. Students will be introduced to using the Journal and working with Notes. Students will also learn more on working with e-mail and the advanced features of Contacts. Most of the aspects of scheduling and managing Meetings using Calendar will be explored so that students can take advantage of this powerful tool in Outlook. Students will learn some of the customization tips to help them configure the Outlook environment to match their own personal preferences. Finally, students will learn about proper archiving techniques using Outlook. This course will guide the students on their way to becoming power users of Outlook.

## Students Learn:

- Configure Startup settings and customize toolbars and menus;
- How to create, modify and delete Journal entries;
- Setting advanced e-mail options and using the Advanced Find feature;
- How to import Contacts and work with Distribution Lists;
- Delegate access to Outlook items and view other users' Calendars;
- Schedule and manage Meetings with the Calendar;
- How to delegate Tasks;
- How to create Notes and modify Notes Options;
- Assigning home pages to folders and archive data.

**Who Should Attend:** Anyone interested in learning how to use more of the advanced features of Outlook.

**Prerequisites:** Outlook 2003 Introduction or equivalent knowledge.

## Course Outline:

### Configuring and Customizing Outlook

Specifying Outlook Startup Settings  
Customizing Outlook Toolbars  
Customizing Outlook Menus

### Using the Journal

Setting Journal Options  
Creating and Modifying Journal Entries  
Printing Journal Entries  
Deleting Journal Entries

### Doing More with E-mail

Configuring the E-mail Editor  
Specifying Advanced E-Mail Options  
Using the Advanced Find Feature

### Doing More with Contacts

Importing Contacts into Outlook  
Exporting Data to Other Office Applications  
Creating and Modifying Distribution Lists  
Tracking Activities for Contacts  
Viewing Contacts' Addresses on the Internet

### Implementing Advanced Scheduling Features

Delegating Folder Access  
Opening Other Users' Calendars  
Publishing and Obtaining Free/Busy Information  
Flagging Private Appointments  
Removing Delegate Access

### Managing Meetings with the Calendar

Inviting Meeting Attendees and Scheduling Resources  
Selecting Meeting Times  
Sending, Responding To & Updating Meeting Requests

### Managing Tasks in a Group Environment

Delegating Tasks  
Accepting and Declining Tasks  
Linking Tasks to Contacts  
Forwarding Task Information to Other Users

### Working with Notes

Creating and Modifying Notes  
Assigning Notes to Categories  
Copying Notes to Other Views  
Using Notes Options  
Changing Note Views  
Printing and Deleting Notes

### Home Pages and Archiving Outlook Data

Assigning Home Pages to Folders  
Archiving Data Manually  
Configuring the AutoArchive Feature