

Advanced Outlook 2000



Ref No: DD137

Course Aims

This course aims for participants to learn how to use some advanced features in Outlook, including customising menus, toolbars, and messages. The course also looks at integrating Outlook components and share Outlook data with other Office applications including merging from Outlook.

Objectives

At the end of the course, you will have learned to:

- Use the Rules Wizard
- Create Custom Reply Messages
- Use the Out of Office Assistant
- Auto-Archive your Mailbox
- Use the Voting Feature
- Share Information and handle Delegate Access
- Customise the Calendar
- Create and Use Categories
- Create and Use Filters
- Create Personal Distribution Lists
- Set Meetings
- Create and Use Automatic Signatures
- Mail Merge Outlook contacts to Microsoft Word
- Design a Form and use it as a Template

Number of Pages

124

Audience

The course is aimed at those participants who want to use the more advanced features of Outlook including coordinating schedules, archiving mail and mail merge.

Prerequisites

It is essential that participants have a good working knowledge of the topics covered in the Microsoft Outlook 2000 Introductory course.

Course Length

In a training environment this training module is suitable for 1 day.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Course Objectives

The Rules Wizard

- Creating a Rule
- Modifying a Rule
- Create a Rule Based on a Message
- Applying the Rule
- Rule Order
- Turning Rules On and Off
- Deleting Rules

The Out of Office Assistant

- Replies sent to Another Person

Using Auto-Archiving

- Turning on Auto-archive
- AutoArchive Options
- Setting Folder Properties

Retrieving Archived Items

Importing Archived Items

- Importing into Original Folders
- Importing into a new Folder
- Turning AutoArchive Off

Voting

- Custom Voting Buttons
- Viewing Voting Responses

Sharing Information

- Permissions
- Viewing another user's Calendar
- Removing Permissions

Delegate Access

- Add Another Person's Mailbox to your Account
- Send an e-mail message
- Reply to an e-mail message
- Removing Delegate Access

Calendar

- Printing a Blank Calendar

Customizing the Calendar

- Displaying/Removing End Times
- Showing Times as Clocks
- Changing the Time Scale
- Changing the Background Colour
- Change the Date Navigator Font
- Reminders and Reminder Sounds
- Showing Week Numbers
- Bold dates in the Date Navigator
- Saturdays and Sundays
- Hiding Private Appointment Details

Forwarding Appointments

Categories

- Assigning a Category
- Creating a Category
- Adding Birthday Events

Filters

- Create a Filter
- Filtering Calendar Appointments
- Clearing a Filter

Personal Distribution Lists

- Create a Personal Distribution List
- Using the Distribution List
- Adding a Name to the List
- Deleting a Name from the List

Meetings

- Requesting a Meeting
- Inviting Others
- Choosing the Meeting Time
- Inviting Others Late
- Checking Responses to a Meeting

Automatic Signatures

- Creating a new Signature
- Formatting the Signature
- Using the Signature
- Removing the Signature as Default

Mail Merge Contacts to Word

- Prepare a Contact list for Export
- Starting the Merge
- Edit the Main document
- Perform the Mail Merge

Forms and Templates

- Designing the Form
- Deleting a Control
- Sizing a Field
- Using the Control Toolbox
- Adding a Label Control
- Combo Boxes
- Control Properties
- A Text Box
- Initial Values
- The Read Page
- Saving the Form as a Template
- Using a Form
- Editing your Custom Form
- Custom Forms Exercise 1
- Custom Forms Exercise 2

Shortcuts

- Using Shortcut Keys