

# Advanced Outlook 2003



Ref No: DD179

## 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:

- Customise Outlook
- Customise the Outlook bar
- Customise menus and toolbars
- Handle Messages
- Use the Rules Wizard
- Use the Out of Office Assistant
- Auto-Archive your Mailbox
- Work with Outlook folders including Notes, the Journal, the Calendar and Contacts
- Use the Voting Feature
- Use Folders to share information
- Share Information including calendars and Inbox
- Manage Delegate Access
- Import and Export data
- Create and Use Categories and Filters
- Create Personal Distribution Lists
- Mail Merge Outlook Contacts to Microsoft Word
- Design a Form and use it as a Template

## Number of Pages

183

## 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 2003 Introductory course.

## Course Length

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

## Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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## **Customising Outlook**

- Customising the Navigation Pane
- Using the Split Bar
- Changing the Display Order
- Adding Buttons to the Navigation Pane
- The Favourites Folder
- Adding a Favourite Folder

## **The Shortcut Pane**

- Creating a Shortcut
- Creating a Group Shortcut
- Deleting a Shortcut

## **Customising Toolbars**

- Adding an Icon to the Toolbar
- Modifying an Icon
- Modifying a ScreenTip and Text

## **Customising Menus**

- Creating Menus      Renaming the Menu
- Adding Menu Commands

## **Resetting Menus**

### **The Rules Wizard**

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

## **The Out of Office Assistant**

- Replies sent to Another Person

## **Using AutoArchiving**

- Turning on AutoArchive
- 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

## **Permissions**

- Setting the Permission Level
- Viewing another user's Calendar
- Removing Permissions

## **Delegate Access**

- Add Another Person's Mailbox
- Send 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
- Date Navigator Font.
- Reminders and Reminder Sounds
- 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**

- Creating 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 Later
- Checking Responses to a Meeting
- Adding an External Attendee

### **Notes**

- Sending Notes Fast
- Create a Note from Word
- Assigning Categories to Notes

### **The Journal**

- Journal Options
- Viewing Other Journal Items
- Changing Entry Type Settings
- Tracking a Phone Call
- Choosing a Journal Contact
- Restarting the Timer
- Adding Tasks to the Journal
- Journal Views
- Viewing Items in Month View

### **Adding Meetings to the Journal**

- Viewing the Meeting Items
- Viewing Items in Month View
- Deleting Journal Items
- Deleting Entry Types

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## **Mail Merge Contacts to Word**

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

## **Exporting Data**

## **Importing Data**

## **Group Email Distribution**

- Starting the Merge
- Previewing the Letters
- Performing the 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