

Microsoft Outlook Level 2

Prerequisites: Microsoft Windows XP, Windows 2000 or equivalent experience
You must be able to perform basic mouse, keyboard, and word processing skills, and be proficient performing the objectives identified in the Microsoft Outlook Fundamentals course outline

Course Objectives

This course is intended for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

- Track work activities using the Outlook Journal
 - Customize the calendar by setting various calendar options
 - Modify message options
 - Make folder information available to other Outlook users
 - Assign and track tasks
 - Customize the Outlook environment
 - Sort, find and color-code items in your mailbox and calendar
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Outline

Lesson 1: Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
 - The Journal
- Manually Record a Journal Entry
- Modify a Journal Entry

Lesson 2: Setting Calendar Options

- Set Work Days and Times
 - Calendar Options
- Display Other Time Zones
- Set Free/Busy Options

Lesson 3: Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Notify Others that You will be Out of the Office
 - The Out Of Office Assistant
 - Rules
- Create and Modify a Distribution List
- Insert a Hyperlink

Lesson 4: Sharing Folder Information

- Specify Folder Permissions
 - Permission Rules
- Access Another User's Folder
- Delegate Access to Folders

Lesson 5: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Lesson 6: Customizing Outlook

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu
- Create a Folder Home Page
 - Outlook Today Page
 - Folder Home Page

Lesson 7: Locating Outlook Items

- Sort Messages Using Multiple Criteria
 - Sort Criteria
- Find Messages
 - The Find Bar
- Find Messages Using Multiple Criteria
 - Advanced Find Dialog Box
- Filter Messages
 - Filters
- Organize Messages
 - The Ways To Organize Panel
- Manage Junk Email