

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: communicate using MSN Messenger; personalize your mail by using stationery and signatures; organize Outlook items by grouping, creating search folders, setting rules and applying conditional formatting; use contacts to share, link, and communicate information; save and archive mail; create a custom form and set up your computer for offline and remote use.
- Target Student:** Persons with an intermediate understanding of Outlook who need to use Outlook to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.
- Prerequisites:** This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook.

Course Content

1. Communicating Using MSN Messenger

- Obtain a Hotmail Account
- Add Contacts
- Send and Receive Instant Messages
- Attach a File
- Change MSN Messenger Status
- Change MSN Messenger Options

2. Personalizing Your Mail

- Use Stationery
- Create Custom Stationery
- Create Signatures
- Modify Signatures

3. Organizing Outlook Items

- Group Items
- Create Search Folders
- Create Rules
- Apply Conditional Formatting

4. Working with Contacts

- Forward Contacts
- Create a vCard from a Contact
- Export Contacts
- Perform a Mail Merge
- Link Items to a Contact

5. Saving and Archiving Mail

- Save Messages in Alternate Formats
- Archive Messages
- Protect Personal Folders

6. Creating a Custom Form

- Add Form Fields