

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: personalize your email; organize Outlook items; manage Outlook data files; work with contacts; save and archive email messages; create a custom form and work offline and remotely.
- Target Student:** This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, 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. Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create Signatures
- Modify Signatures
- Configure Email Message Security Settings

2. Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

3. Managing Outlook Data Files

- Create a Data File
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

4. Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to Business Contact Manager

5. Saving and Archiving Email

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

6. Creating a Custom Form

- Add Form Fields
- Save a Form as a Template
- Test a Form

7. Working Offline and Remotely

- Make Folders Available Offline
- Configure RPC Over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online