

Outlook 2003 Advanced

(1 day course)



Course Description

This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

Course Objective: You will communicate using Instant Messaging, personalize and organize your mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

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: Before taking this course, students are required to take:

- Windows XP: Introduction or Windows 2000: Introduction
- Microsoft Outlook 2003: Introduction and Intermediate

Performance-Based Objectives

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.
- Set up your computer for offline and remote use.

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Course Content

Lesson 1: Communicating Using MSN Messenger

- Topic 1A: Obtain a Hotmail Account
- Topic 1B: Add Contacts
- Topic 1C: Send and Receive Instant Messages
- Topic 1D: Attach a File
- Topic 1E: Change MSN Messenger Status
- Topic 1F: Change MSN Messenger Options

Lesson 2: Personalizing Your Mail

- Topic 2A: Use Stationery
- Topic 2B: Create Custom Stationery
- Topic 2C: Create Signatures
- Topic 2D: Modify Signatures

Lesson 3: Organizing Outlook Items

- Topic 3A: Group Items
- Topic 3B: Create Search Folders
- Topic 3C: Create Rules
- Topic 3D: Apply Conditional Formatting

Lesson 4: Working with Contacts

- Topic 4A: Forward Contacts
- Topic 4B: Create a vCard from a Contact
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge
- Topic 4E: Link Items to a Contact

Lesson 5: Saving and Archiving Mail

- Topic 5A: Save Messages in Alternate Formats
- Topic 5B: Archive Messages
- Topic 5C: Protect Personal Folders

Lesson 6: Creating a Custom Form

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form
- Topic 6C: Test a Form

Lesson 7: Working Offline and Remotely

- Topic 7A: Create an Offline Folder File
- Topic 7B: Make a Folder Available Offline
- Topic 7C: Create a Send/Receive Group
- Topic 7D: Download Messages

Appendix A: Public Folders

Appendix B: Newsgroups

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Hardware Requirements

For this course, you will need one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2003 that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended)
- 256 MB of RAM (512 MB recommended)
- 10 GB disk space plus 700 MB for Exchange Server 2003
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system. 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy-disk drive.
- A CD-ROM drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows (This course was developed using Windows XP.)

Software Requirements

- Microsoft Windows Server 2003, Enterprise Edition.
- Microsoft Exchange Server 2003.
- Either Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- Microsoft Office Professional Edition 2003.
- An installed print driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)