

# Microsoft Outlook: Level 3



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## Course Duration: 1 day

### Why Attend this course:

This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

### Who should attend:

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.

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. The following courses (or equivalent knowledge thereof) are required:

- Windows XP: Introduction or Windows 2000: Introduction
- Windows XP Professional: Level 1
- Windows XP Professional: Level 2 (if using Windows XP)
- Microsoft® Office Outlook® 2007: Level 1 (Second Edition)
- Microsoft® Office Outlook® 2007: Level 2 (Second Edition)
- Microsoft® Office Word 2007: Level 1 (Second Edition)

### Additional Information:

**Course Content can be tailored to clients specific needs**

### Course Objectives:

You will work with the advanced features of Outlook.

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.
- work offline and remotely.

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## Course Contents

### **Lesson 1: Personalizing Your Email**

Topic 1A: Apply Stationery and Themes  
Topic 1C: Create Signatures  
Topic 1E: Configure Email Message Security Settings

Topic 1B: Create a Custom Theme  
Topic 1D: Modify Signatures

### **Lesson 2: Organizing Outlook Items**

Topic 2A: Group Items  
Topic 2C: Apply Conditional Formatting

Topic 2B: Create Search Folders

### **Lesson 3: Managing Outlook Data Files**

Topic 3A: Create a Data File  
Topic 3C: Change Data File Settings

Topic 3B: Add Outlook Data Files to a Mail Profile

### **Lesson 4: Working with Contacts**

Topic 4A: Forward Contacts  
Topic 4C: Export Contacts  
Topic 4E: Link Items to Business Contact Manager

Topic 4B: Edit an Electronic Business Card  
Topic 4D: Perform a Mail Merge

### **Lesson 5: Saving and Archiving Email**

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

Topic 5B: Archive Messages

### **Lesson 6: Creating a Custom Form**

Topic 6A: Add Form Fields  
Topic 6C: Test a Form

Topic 6B: Save a Form as a Template

### **Lesson 7: Working Offline and Remotely**

Topic 7A: Make Folders Available Offline  
Topic 7C: Download Selected Messages

Topic 7B: Configure RPC Over HTTP  
Topic 7D: Publish Calendar Information to Office Online

For more information, or to book your course, please call Sense IT on 0870 4296445  
Or visit our web site –[www.sensetraining.co.uk](http://www.sensetraining.co.uk)