

Course ID

M-OUTLK03L3

Course Duration

1 day

Course Title

Microsoft Outlook 2003: Level 3

Related Courses

Aimed At

Those with an intermediate understanding of Outlook who wish to become power users of Outlook.

Group Size

5-15

Prerequisites

You should be able to use Windows to manage information on your computer and have an intermediate knowledge of Outlook, which can be acquired by taking the following Eogogics courses.

- Microsoft Outlook 2003: Level 1 (M-OUTLK03L1, 1 day)
- Microsoft Outlook 2003: Level 2 (M-OUTLK03L2, 1 day)

Course in a Nutshell

In this course, you will build on the email, calendaring, and other skills already acquired in the previous two courses of the Eogogics Outlook series. We will show you how to communicate with other users in real-time using Instant Messaging, personalize and organize your mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

This is one of the several Eogogics courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Combine this course with one or more of our other courses on MS Office applications at a "combo discount".

Learn How To

Upon successful completion of this course, you 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.

**Course
Outline**

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

Wrap-up

- Public Folders
- Newsgroups

Lab Requirements

Hardware Requirements: This course requires 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 participant and one for the instructor. The computers should have the following minimum configuration:

- 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 and Software Requirements

- Platform: Windows.
- 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.)

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

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