

# Microsoft® Office Outlook® 2003: Level 3

## Course Specifications

Course length: 1 day

## 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.

**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. The following courses (or equivalent knowledge thereof) are required: Either Windows XP: Introduction or Windows 2000: Introduction Windows XP Professional: Levels 1 & 2 (if using Windows XP) Microsoft® Office Outlook® 2003: Levels 1 & 2 Microsoft® Office Word 2003: Level 1

## 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

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*We can help!*

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