

Microsoft Office Outlook 2010 Level 3 of 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$295+ GST

Course Description

You will work with the advanced features of Outlook. This course is intended for persons with an intermediate understanding of Outlook who need to use Outlook to personalize and organize their email, manage Outlook data files, share and link contacts, archive items, create forms and work offline and remotely.

Performance-Based Objectives

Upon successful completion of this course, you 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.

Course Content

Personalizing Your Email

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

Organize Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Managing Outlook Data Files

- Back Up Outlook Items in Outlook Data Files
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Managing Contacts and Contact Information

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

Saving and Archiving Email

- Save Messages in Alternate formats
- Archive Messages
- Protect Archives and Other Personal Folders

Creating a Custom Outlook Form

- Customize a Form
- Create Outlook Items Based on a Custom Form

Working Offline and Remotely

- Making Folders Available Offline
- Configure Remote Procedure Calls over STTP
- Download Selected Messages
- Publish Calendar Information to Office Online