



Outlook 2000: Level 2

Course length: 1 day

Course description

Overview: Students will learn how to sort, filter, and group items; use and create Outlook templates and forms; and share information by using public folders and Net Folders. Students will also learn how to share and fax contacts, automatically record activities in the Journal, and customize the Outlook environment.

Prerequisites: *Windows 95: Introduction, Windows 95: Transition, Windows 98: Introduction, or Windows NT Workstation 4.0: Orientation; Introduction to Internet Explorer 5.0; and Outlook 2000: Level 1, or equivalent knowledge.*

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to use advanced features of Outlook, including templates, folders, customization, and recording entries in the Journal.

Target student: Students enrolling in this course should have a basic understanding of the Internet and the basic features of Outlook 2000, including how to create and send email items, schedule meetings, and create personal folders.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Manage and arrange Outlook items by sorting, filtering, and using the Advanced Find feature; by displaying custom views; and by creating custom forms.
- Customize the Outlook environment by creating custom toolbars and menu items to add to the Outlook Bar.
- Communicate with contacts by sending faxes, share contacts with other users, automatically record items associated with contacts in the Journal by setting options in the Options dialog box, and organize contacts and notes.
- Create and use templates and forms.
- Integrate Outlook 2000 with Office applications by importing and exporting Office documents, creating an Office document in Outlook, and sending an Outlook message from Office applications.
- Share information with other Outlook users by creating, replying to, and editing posts in public folders; creating and posting to Net Folders; and granting other Outlook users folder permissions.
- Investigate Internet and remote mail features by accessing Internet Explorer from Outlook, creating Outlook items in Internet Explorer, creating messages in HTML format, adding hyperlinks, and discussing Microsoft NetMeeting, the Outlook Newsreader, and remote mail options.

New features covered in this series

The following table lists the new software features that are covered in ZD Education courseware:

New Feature	Introduction (074 620)	Advanced (074 621)
Personalized menus and toolbars	X	
Other Shortcuts group provides quick access to My Computer, My Documents folder, and Internet Favorites	X	
Outlook Today now displayed in Web page style	X	
Can create a Distribution List consisting of items from Contacts folder	X	
New Run Rules Now command	X	X
Contact activity tracking	X	X
Viewing Web pages in Outlook	X	X
Save a Calendar as a Web page	X	X
New shortcuts can be added to the Outlook Bar		X
The More Buttons button	X	X
Creating Office documents in Outlook and sending Outlook messages from Office applications		X
Internet Explorer 5.0 integration with Outlook		X
Folder home pages		X
Microsoft NetMeeting		X