



Outlook 2002: Level 3

Course length: 1.0 day(s)

Course Description

Welcome to Microsoft Outlook 2002 Level 3 . This course is the third in a series of three Microsoft Outlook 2002 courses. By now, you are actively using Microsoft Outlook as your personal information manager. You send, receive, and manage email messages; schedule and manage appointments, events, and meetings; and create and manage contacts, tasks, and notes, as well as customize your Outlook environment and work with public folders. By taking this course, you will expand upon the concepts you learned in both previous courses, Outlook 2002 Level 1 and Outlook 2002 Level 2 . You will be introduced to new concepts with an opportunity to apply them.

Course Objective: You will review and apply additional Outlook features.

Target Student: This course is designed for persons interested in learning Outlook 2002's additional features. It is also intended for those preparing to pursue certification as a Microsoft Office User Specialist (MOUS) in Outlook 2002.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge: Outlook 2002 Level 1, Outlook 2002 Level 2 and Word 2002 Level 1.

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

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- manage contact information in Outlook.
- communicate using email alternatives.
- track activities using the Outlook Journal.
- configure a user account and review global security options.
- use the Internet with Outlook.
- set up your computer for offline and remote use.
- create a custom form.

Course Content

Lesson 1: Working with Contacts

- Topic 1A: Import a vCard
- Topic 1B: Create a Mail Merge
- Topic 1C: Generate a Map for a Contact's Address

Lesson 2: Communicating with Email Alternatives

- Topic 2A: Send and Receive Instant Messages
- Topic 2B: Subscribe to a Newsgroup
- Topic 2C: View Newsgroup Messages

Lesson 3: Tracking Work Activities Using the Journal

- Topic 3A: Record a Journal Entry Automatically
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

Lesson 4: Configuring and Securing Outlook

- Topic 4A: Configure a Dial-up Connection
- Topic 4B: Add an Account to your Profile
- Topic 4C: View Secure Email Options
- Topic 4D: Modify Security Zone Settings

Lesson 5: Interacting with the Internet

- Topic 5A: Publish Free/Busy Information Over the Internet
- Topic 5B: Schedule an Online Meeting
- Topic 5C: Add an Internet Shortcut
- Topic 5D: Create a Folder Home Page
- Topic 5E: Insert a Hyperlink

Lesson 6: Working Offline and Remotely

- Topic 6A: Create Offline Folders
- Topic 6B: Make a Folder Available Offline
- Topic 6C: Create a Send/Receive Group
- Topic 6D: Download Messages

Lesson 7: Creating a Custom Form

- Topic 7A: Add Fields to a Form
- Topic 7B: Save a Form
- Topic 7C: Test a Form