

## OUTLOOK LEVEL 2

### Using Outlook and Other Applications

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#### Synopsis:

This module introduces the skills necessary for working with the Message window. Students will learn how to format Outlook messages and use the Address Book. Students will also learn how to work with Rules, files and applications, multiple e-mail accounts, the Internet; work offline.

#### Prerequisites:

Outlook 2007 - Lvl 1

#### Objectives:

- Format Outlook messages
- Use the Address Book
- Work with Rules
- Work with files and applications
- Work with offline settings
- Work with multiple E-mail accounts
- Work with the Internet

#### This module includes:

##### Formatting Outlook Messages

- Inserting a File as Text into a Message
- Checking Spelling/Grammar as You Type
- Running the Spelling and Grammar Checker
- Applying Character Formatting
- Formatting Paragraphs
- Creating a Bulleted List in a Message
- Applying a Style to a Paragraph
- Finding Text in a Message
- Using the Research Task Pane
- Using the Thesaurus
- Changing the Message Background Color
- Inserting a Picture into a Message
- Switching Message Formats
- Using Stationery to Create a Message

##### Using the Address Book

- Working with the Address Book
- Opening the Address Book
- Selecting a Different Address Book
- Creating a New Contact Entry
- Copying an Address
- Viewing Entry Properties
- Finding an Entry
- Deleting an Entry
- Setting Address Book Options

##### Working with Rules

- Using Rules
- Creating a Rule Based on a Message
- Deleting a Rule
- Creating a Rule using the Rules Wizard
- Changing the Value of a Rule
- Editing a Rule
- Creating a Rule Using a Template
- Managing Alerts
- Using the Out of Office Assistant
- Using Rules with the Out Of Office Assistant

## OUTLOOK LEVEL 2

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#### **Working with Files and Applications**

- Importing Data into an Outlook Folder
- Exporting Outlook Data
- Forwarding a vCard
- Sending Outlook Items
- Using Mail Merge with Word

#### **Working with Offline Settings**

- Managing Remote Connections
- Using Cached Exchange Mode
- Switching between Online and Offline
- Working with the Outbox
- Synchronizing Folders
- Modifying Send/Receive Settings
- Creating a Manual Startup Connection
- Starting up Offline
- Defining Send/Receive Groups
- Downloading and Processing Headers
- Using Remote Mail

#### **Working with Multiple E-mail Accounts**

- Setting up Additional E-mail Accounts
- Sending Messages from Different Accounts
- Accessing Mail from Different Accounts
- Creating Signatures for Multiple Accounts

#### **Working with the Internet**

- Display Person Online Status
- Using the Name Menu
- Adding to the Instant Messaging List
- Sending an Instant Message
- Sending an Internet Meeting Request
- Using the Microsoft Free/Busy Service
- Working with RSS feeds
- Publishing a Calendar to Microsoft Office Online

## Customizing and Using Outlook

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### Synopsis:

This module introduces the skills necessary for customizing Outlook. Students will learn how to work with folders, forms and junk mail; and customize views. Students will also learn how to add shortcuts to the navigation pane, and set message, security, and other Outlook options.

### Prerequisites:

Outlook 2007 - Lvl 1

### Objectives:

- Work with folders and forms
- Customize views
- Add shortcuts to the Navigation pane
- Work with junk mail
- Set message and security options
- Set other Outlook options

### This module includes:

#### Working with Folders and Forms

- Using Folder Properties
- Setting Home Page Properties
- Setting Permissions Properties
- Accessing Another User's Folder
- Opening a Folder in its Own Window
- Creating a Personal Folder
- Opening an Outlook Data File
- Setting Global AutoArchive Properties
- Setting Folder AutoArchive Properties
- Using the Mailbox Cleanup Dialog Box
- Archiving a Folder
- Creating a Form
- Using a Form
- Managing Form Properties
- Setting Up Public Folders
- Posting a Discussion Item to a Folder

#### Customizing Views

- Working with Custom Views
- Moving a Field in a View
- Formatting a Column in a Tabular View
- Filtering a View
- Resetting a View
- Grouping Items in a Folder
- Formatting the Settings for a View
- Formatting the Settings for Other Views
- Formatting Multi-line Layouts
- Saving a Custom View
- Defining a New Custom View
- Using Automatic Formatting
- Using Colors to Organize Messages

#### Adding Shortcuts to the Navigation Pane

- Working with the Favorite Folders Pane
- Displaying the Shortcuts Pane
- Creating a New Group
- Renaming a Group
- Adding a Folder Shortcut
- Renaming a Folder Shortcut
- Deleting a Folder Shortcut
- Deleting a Group

## Customizing and Using Outlook

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### **Working with Junk Mail**

- Using the Junk E-mail Folder
- Setting Junk E-mail Options
- Adding to the Junk Filter Lists
- Using Automatic Picture Download Options
- Using Outlook Postmarking
- Using Outlook Phishing Protection

### **Setting Message and Security Options**

- Setting E-mail Options
- Setting a Default Expiration Date
- Reading Messages in Plain Text
- Setting Default Message Fonts
- Setting Reading Pane Options
- Changing Desktop Alert Settings
- Adding A Digital Signature To A Message
- Adding A Digital Signature To All Messages
- Encrypting Messages
- Viewing the Trust Center

### **Setting Other Outlook Options**

- Customizing the Outlook Today Page
- Using the Notification Area Menu
- Setting Calendar Options
- Showing an Additional Time Zone
- Setting Tasks Options
- Setting Notes Options
- Setting Journal Options
- Setting General Options
- Setting Reminder Options
- Setting Spelling Options
- Setting Delegates Options
- Setting Mail Services/Internet Options
- Setting Manage Forms Options