

## Microsoft Office Outlook 2003 Level 3

- Course Number: 084682
- Course Length: 1 Day

### Course Overview

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.

### 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 Microsoft® Office Outlook® 2003: Levels 1 & 2 Microsoft® Office Word 2003: Level 1

### Audience

Persons with an intermediate understanding of Outlook who need to use Outlook to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

### Course Outline

#### Course Introduction

2m

Course Introduction

#### Lesson 1 - Personalizing Your Mail

22m

Personalizing Your Mail

Stationary

Custom Stationery

Stationary (Cont.)

Signature

Signatures

Demo - Stationary and Signatures

Lesson 01 Review

#### Lesson 2 - Organizing Outlook Items

35m

Organizing Outlook Items

Grouping

Grouped Tasks

Demo - Grouping

Search Folders  
Demo - Search Folders  
Rules  
Conditional Formatting  
Demo - Rules  
Demo - Conditional Formatting  
Lesson 02 Review

**Lesson 3 - Working with Contacts**

45m

Working with Contacts  
Forward Contacts  
vCards  
Demo - Forwarding  
Exporting  
Export Formats  
Outlook to Excel Example  
Outlook Fields  
Demo - Exporting  
Mail Merge  
Mail Merge Components  
Data Sources  
Mail Merge (Cont.)  
A Main Merge Document  
A Data Source Document  
Demo - Mail Merge  
Link Items  
Linked Items  
Demo - Linking  
Lesson 03 Review

**Lesson 4 - Saving and Archiving Mail**

21m

Saving and Archiving Mail  
Saving in Alternate Formats  
Demo - Save As  
Archiving  
Archiving Process  
Demo - Archiving  
Lesson 04 Review

**Lesson 5 - Creating a Custom Form**

31m

Creating a Custom Form  
About Forms  
Customizing Forms  
Outlook Forms  
Demo - Customizing Forms

Lesson 05 Review

**Lesson 6 - Working Offline and Remotely**

19m

Working Offline and Remotely

Demo - Working Offline

Send/Receive Groups

Send/Receive Group

Download Messages

Demo - Send Receive Groups

Lesson 06 Review

Course Closure

**Total Duration: 2h 55m**