



Microsoft® Office Outlook® 2010: Level 3 MSOF-697

Course Description:

This Microsoft® Office Outlook® 2010: Level 3 course is designed to provide students with the tools work with the advanced features of Outlook.

Course Objectives:

Upon completion of the Microsoft® Office Outlook® 2010: Level 3 course, students will be able to:

- Personalize their email
- Organize Outlook items
- Manage Outlook data files
- Work with contacts
- Save and archive email messages
- Create a custom form
- Work offline and remotely

Prerequisites:

- Proficiency with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge) are required: MSOF-695 Microsoft® Office Outlook® 2010: Level 1 and MSOF-700Microsoft® Office Outlook® 2010: Level 2

Audience:

- 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

Course Duration:

1 Day

Course Topics:

I. Personalizing Your Email

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

II. Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

III. Managing Outlook Data Files

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

IV. 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

V. Saving and Archiving Email

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

VI. Creating a Custom Outlook Form

- Customize a Form

- Create Outlook Items Based on a Custom Form

VII. Working Offline and Remotely

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

VIII. Appendix A: Newsgroups

IX. Appendix B: RSS Feeds

X. Appendix C: The Outlook Social Connector

XI. Appendix D: Manage Multiple Accounts