

Outlook 2000 Advanced

Prerequisites:

This course is designed for students who has extensive experience with computers and Internet and needs to learn the more advance features about Outlook 2000. We recommend you first take a Windows class, Outlook 2000 Level One, and Outlook 2000 Level Two or equivalent knowledge.

Course Content

Lesson 1: Customizing and Archiving Mail

- Customizing Mail
- Archiving Mail Messages

Lesson 2: Using Advanced Mail Features

- Importing Data
- Creating a Personal Address Book
- Sending and Receiving Faxes by Using Microsoft Fax

Lesson 3: Customizing Options in the Calendar

- Customizing the Calendar
- Printing the Calendar
- Sharing Information in Outlook

Lesson 4: Using the Calendar to Communicate over the Internet

- Using NetMeeting
- Sharing Calendar Information over the Internet
- Using NetShow

Lesson 5: Managing Contacts and Tasks

- Working with Contacts
- Managing Tasks
- Recording Tasks for Any Office File with the Journal

Lesson 6: Working Offline and with the Internet

- Working Offline
- Using Newsreader
- Net Etiquette