

Outlook 2000 Level Two

Prerequisites:

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

Course Content

Lesson 1: Arranging Messages and Applying Rules

- Sorting, Finding, and Filtering Messages
- Setting Rules in a Folder by Using the Rules Wizard
- Working with Views

Lesson 2: Customizing the Outlook Environment

- Customizing the Outlook Bar
- Customizing Menus and Toolbars

Lesson 3: Working with Contacts, the Journal, and Notes

- Sharing Contact Information
- Contact Activity Tracking
- Overview of the Outlook Journal
- Using the Notes Feature

Lesson 4: Using Templates and Forms

- Using Templates and Forms
- Creating Custom Forms

Lesson 5: Integrating Outlook Components and Other Office Applications

- Integrating Outlook Components
- Importing and Exporting Data from Office Applications
- Integrating Office Documents and Outlook

Lesson 6: Sharing User Information by Using Folders

- Overview of Public Folders
- Overview of Net Folders
- Working with Permissions

Lesson 7: Internet and Remote Mail Options

- Internet Explorer 5.0 Integration
- Folder Home Page
- Creating a Message in HTML Mail Format and Inserting a Hyperlink
- Communicating on the Internet with NetMeeting