

Outlook 2002 Level Three

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 2002. We recommend you first take a Windows class, Outlook 2002 Level One, and Outlook 2002 Level Two or equivalent knowledge.

Course Content

Lesson 1: Managing Information

- Import Information
- Use Outlook Contacts for a Microsoft Word MailMerge
- Map a Contact's Address
- Create a Custom Form

Lesson 2: Scheduling

- Publish Free/Busy Information Over the Internet
- Schedule an Online Meeting
- Accept an Online Meeting Request
- Use NetMeeting

Lesson 3: E-mail Alternatives

- Add Contracts for MSN Messenger Service
- Send and Respond to an Instant Message
- Setting up a New Account
- Viewing Newsgroup Messages
- Post a Newsgroup Message

Lesson 4: Tracking Work Activities Using the Journal

- Automatically Record Items in the Journal
- Create and Open a Journal Entry
- Modify a Journal Entry

Lesson 5: Configuring and Securing Outlook

- Configure a Dial-up Connection
- Add a Hotmail Account
- Digitally Sign Messages
- Encrypt a Message
- Set Security Zones

Lesson 6: Internet Interactions

- Create Outlook Items in Internet Explorer 5.0
- Add a Web Page Shortcut from the Outlook Bar
- Create a Folder Home Page
- Insert a Hyperlink

Lesson 7: Working Offline and Remotely

- Create an Offline Folder
- Select Folders to Synchronize as a Group
- Download Messages for Remote Use