

# Outlook 98 Advanced

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about Outlook 98. We recommend you first take a Windows class and Outlook 98 Level One before Outlook 98 Level Two or equivalent knowledge.

## Course Content

### Lesson 1: Arranging Messages and Using Forms

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

### Lesson 2: Using Templates and Forms

- Using Templates and Forms
- Creating Custom Forms

### Lesson 3: Sharing Information by Using Folders

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

### Lesson 4: Working with Contacts and Notes

- Sharing Contact Information
- Using the Notes Feature

### Lesson 5: The Outlook Journal

- Overview of the Outlook Journal
- Setting Options to Record Journal Entries Automatically

### Lesson 6: Integrating Outlook Components and Office Applications

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

### Lesson 7: Customizing the Outlook Environment

- Customizing the Outlook Bar
- Customizing the Menus and Toolbars

### Lesson 8: Internet Options

- Creating HTML Documents and Inserting Hyperlinks
- Using the Newsreader
- Using Outlook Remote Mail Options