

Microsoft Outlook Advanced

2002 / 2003 / 2007

Duration: 1 day



Who Should Attend / Target Audience

This course has been developed for people who want to use the advanced features of Outlook including coordinating schedules, archiving mail and mail merge.

Prerequisites

Participants will need to have attended or have a good working knowledge of the topics covered in the Microsoft Outlook Introduction course.

Learning Outcomes

- Customise menus, toolbars and messages
- Organise folders with the Rules Wizard
- Share and access information
- Use features such as Categories and Filtering to locate items in folders
- Use mail merge with Outlook
- Create forms and templates in Outlook

Course Content

Version: 18/12/09

Customising Outlook

Customising the Navigation Pane
Using the Split Bar
Changing Display Order
Adding Buttons to the Navigation Pane
Adding a Favourite Folder
The Shortcut Pane
Customising Toolbars
Customising Menus
Resetting Menus

The Rules Wizard

Creating a Rule
Modifying a Rule
Creating a Rule Based on a Message
Renaming a Rule
Applying a Rule
Rule Order
Turning Rules On and Off
Deleting Rules

Out of Office Assistant

Replies Sent to another Person

Using AutoArchiving

Retrieving Archived Items

Voting

Customising Voting Buttons
Viewing Voting Responses

Sharing Information

Permissions
Setting the Permission Level
Viewing another User's Calendar
Removing Permissions

Delegate Access

Adding another Person's Mailbox
Sending an E-mail Message
Removing Delegate Access

Customising the Calendar

Displaying/Removing End Times
Showing Times as Clocks
Changing the Time Scale
Changing the Background Colour
Date Navigator Font
Reminders and Reminder Sounds
Week Numbers
The Date Navigator
Hiding Private Appointment Details

Categories

Assigning a Category
Creating a Category
Adding Birthday Events

Filters

Creating a filter
Filtering Calendar Appointments
Clearing a Filter

Distribution Lists

Creating a Distribution List
Adding a Name to the List
Deleting a Name from the List

Meetings

Requesting a Meeting
Choosing a Meeting Time
Inviting Others Later
Checking Responses to a Meeting
Adding an External Attendee

Notes

Sending Notes Fast
Creating a Note from Word
Assigning Categories to Notes

The Journal

Journal Options
Viewing Other Journal Items
Changing Entry Type Settings
Tracking a Phone Call
Choosing a Journal Contact
Restarting the Timer
Adding Tasks to the Journal
Viewing Items in Month View
Adding Meetings to the Journal

Mail Merge Contacts to Word

Preparing Contact List for Export
Starting the Merge
Editing the Main Document
Performing the Mail Merge

Group E-mail Distribution

Starting the Merge
Previewing the Letters

Forms and Templates

Designing the Form
Using the Control Toolbox
Adding a Label Control
Combo Boxes
A Text Box
Initial Values
The Read Page
Saving the Form as a Template
Using a Form
Editing your Custom Form

Next Level Course: n/a

Availability: In House Closed Group Public

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