

## Outlook 2003 - Level 2

Days of Training: 1

### Overview

This course provides students with the necessary skills to customize their Outlook environment, calendar, and mail messages to meet their specific needs. Students will also learn how to track, share, assign, and quickly locate various Outlook items.

### Prerequisites

- Outlook 2003 - Level 1

### At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Tracking Work Activities Using the Journal.
- Setting Calendar Options.
- Setting Message Options.
- Sharing Folder Information.
- Managing Tasks.
- Customizing Outlook.
- Locating Outlook Items.

OUTLOOK2003L2

### Lesson 1: Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
- Manually Record a Journal Entry
- Modify a Journal Entry

### Lesson 2: Setting Calendar Options

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

### Lesson 3: Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

### Lesson 4: Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

### Lesson 5: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

### Lesson 6: Customizing Outlook

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu
- Create a Folder Home Page

### Lesson 7: Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

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