



Advanced Outlook 2003/2007

Course Outline

Duration: 1 Day

Working with Tasks

Creating personal Tasks
Assigning Tasks to Categories
Delegating Tasks & sending Task updates

Automatic Signatures

Creating a Signature
Setting a Default Signature

Working with Voting Buttons

Using Voting Buttons in an Email Message
Responding to a Vote
Tracking Voting Results

Creating & Organizing Notes

Creating, opening & modifying a Note
Creating Appointments & Tasks from a Note
Assigning a Note to a Contact
Assigning Colour Category to a Note

Using the Out of Office Assistant

Automatically Reply To Incoming Messages
Turn the Out of Office Assistant On or Off
How to Create a Custom Reply Template

Email Rules

Methods for Creating New Rules
Creating New Folders
Creating Incoming & Outgoing Message Rules
Running Rules on Folders
Deleting Rules & Exporting Rules

Reducing Junk E-mail & SPAM

Adding a Name to the Blocked Senders List
Adding a Name to Your Safe Senders List
Setting Junk E-mail Filter Options
Marking a Message as Not Junk
Emptying the Junk E-mail Folder

Sharing Information

Sharing a Folder
Folder Permissions
Open & Close a Shared Folder

Changing Email Settings

Turn On/Off New Email Notifications
Customising Options for Sending E-mail
Customising Options for Receiving E-mail
Customising Tracking Options

Using AutoArchive

Change the Default Auto Archive Settings
How to Change the AutoArchive Setting for an Individual Folder
How to Archive Items Manually
How to View the Archive Folder
How to Restore Archived Items

Mail Merge Using Contacts

Creating a Mail Merge E-mail

Creating Templates

Creating an Email Template
Checking Your Email Editor
Saving the Email Message as a Template
Assigning the Template to a Menu
Creating a Rule to Reply with Template

Using AutoFormat

Assigning Items to Categories

Mail Management

Email Sessions
Actioning Mail Immediately
Using Acronyms and creating storage
Creating appointments and Tasks using Drag & Drop

Shortcut Keystrokes