

Microsoft® Office Outlook® 2010: Level 3

Course length: 1.0 day(s)

Course Objective: You will work with the advanced features of Outlook.

Prerequisites: This course assumes that you are proficient with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following Element K courses (or equivalent knowledge) are required:

- *Microsoft® Office Outlook® 2010: Level 1*
- *Microsoft® Office Outlook® 2010: Level 2*

Course Content

Lesson 1: Personalizing Your Email

Apply Stationery and Themes
Create a Custom Theme
Create a Signature
Modify Signatures
Configure Email Message Security Settings

Edit an Electronic Business Card
Export Contacts
Perform a Mail Merge
Link Items to the Business Contact Manager

Lesson 2: Organizing Outlook Items

Group Items
Create Search Folders
Apply Conditional Formatting

Lesson 5: Saving and Archiving Email

Save Messages in Alternate Formats
Archive Messages
Protect Archives and Other Personal Folders

Lesson 3: Managing Outlook Data Files

Back Up Outlook Items in Outlook Data Files
Add Outlook Data Files to a Mail Profile
Change Data File Settings

Lesson 6: Creating a Custom Outlook Form

Customize a Form
Create Outlook Items Based on a Custom Form

Lesson 4: Managing Contacts and Contact Information

Forward Contacts

Lesson 7: Working Offline and Remotely

Make Folders Available Offline
Configure Remote Procedure Calls over HTTP
Download Selected Messages
Publish Calendar Information to Office Online