

Microsoft Outlook Advance Course Outline



Personalizing Your Email

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

Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Managing Outlook Data Files

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

Managing Contacts and Contact Information

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

Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Archives and Other Personnel Folders

Creating a Custom Outlook Form

- Customize a Form
- Create Outlook Items Based on a Custom Form

Working Offline and Remotely

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