



This class is the third in our Microsoft Outlook 2003 classes. The class is designed with the experienced Outlook user in mind. Most of the topics continue to develop your skills in calendaring as well as e-mail skills for mass e-mailing, e-mail organization, and security. Thus, the skills you gain in this class will help you communicate more effectively, operate securely, and organize your time optimally.

By the end of this class, you will be able to share your calendar via e-mail or the Web. You will also learn to delegate viewing and editing access to your calendar, contacts, and inbox. As a result, you will learn to assign permissions to others so you can share information or empower staff and coworkers help you manage your day-to-day responsibilities.

Additionally, you will be able to automate processes, such as managing meetings, and notifying attendees of cancellations and modifications. You will further mechanize the handling of important messages using rules, and you will learn how to change the look and functionality of Outlook to fit the way you work.

Microsoft Office Outlook 2003: Advanced is a four-hour class.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Outlook 2003 Introduction to E-mail
- Microsoft Office Outlook 2003 Calendar and Task Management

CONTENT

- Create a folder on a local or network drive and store messages within them
- Use the Organize Pane to move or copy a message, organize message by color organize messages by category
- Use the Organize Pane to create message handling rules to automatically forward messages to a cell phone
- Use Search Folders to filter the Mailbox
- Create a custom Search Folder with Advanced Search criteria
- Create an e-mail with restricted permission
- Set an expiration date for a message
- Insert a regular file attachment in a secure e-mail
- Insert a shared attachment into an unsecured e-mail
- Create a document workspace for collaborative workgroup editing of Microsoft Office 2003 files
- Update shared attachments with changes made by others
- Publish a Calendar to the Web or Intranet



CONTENT

- E-mail a copy of your calendar as a Portable Document Format (PDF)
- Share access to a Calendar, Contacts, or Inbox
- View calendars side-by-side
- Create an appointment for another user
- Assign a task to one or more people
- Accept a task request
- Modify a task and send a status report
- Mark a task complete and send report