

MICROSOFT OUTLOOK 2003 PART II**1/2 DAY**

This course assumes the attendees are familiar with Outlook and are using it to send and receive mail, add entries to calendars and able to create and save contacts. This course is not more complex than the Part I; it simply explains features that most users may not have encountered before.

Unit 1 – Changing the Appearance of Outlook

- Change the Default Fonts
- Message Format Options
- Using Stationery
- Marking Your Comments
- Sharing your Calendar, Contacts and Inbox
- Connecting to Shared Information

Unit 2 – Sending Features

- Create your own Distribution Lists
- Send an Email to a Distribution List
- Sending Items Such as Contacts via Mail
- Hyper linking to Files
- Send your Business Card
- Add & Send From Another Email Address

Unit 3 – Junk Mail

- Blocked Senders List
- Safe Senders List
- Mark as Not Junk
- Junk Email Options

Unit 4 – Organising Messages

- Colour Coding Messages
- More Rules Examples
- Running Rules Now
- AutoArchive
- Find & Advanced Find

Unit 5 – Mail Merge From Outlook

- Using Your Contacts as The Source
- Create a Standard Letter
- Inserting Merge Fields
- Merge to Printer, Word File or Email Messages

Unit 6 – The Journal

- Viewing all Mail, Meetings etc Relating to a Contact
- Changing the Timeline
- Recording Items in The Journal
- Turning the Journal Off