

Course Outline - **MS Outlook 2000 Advanced**

Aims: To enable users to exploit the advanced features and concepts of information management in Microsoft Outlook 2000

Pre-requisites: Attendance of an Outlook Introduction or a good understanding of the Windows environment

Duration: One day

Customizing Outlook

Customizing the Outlook Bar
Customizing the Outlook environment

Handling Messages

Organizing the Inbox
Rules Wizard
Cleaning your Mailbox
Alternate e-mail methods

Working with Outlook folders

Using Notes
Using the Journal
Using the Calendar
Working with Contacts

Working with Templates & Forms

Stationery and Templates
Customizing Forms

Integrating Outlook

Integrating Outlook Components
Importing and Exporting Data
Creating Office Documents from within Outlook

Using Folders to Share information

Working with Public folders
Sharing your Outlook folders

Working with Offline folders & Remote Mail

Using Remote Mail
Setting up Offline folders

Working with newsgroups & email security

Working with newsgroups
Security

taking **IT** further

