



## **Microsoft® Office Outlook® 2007: Level 3**

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

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Personalize your email.
- Organize Outlook items.
- Manage Outlook data files.
- Work with contacts.
- Save and archive email messages.
- Create a custom form.
- Work offline and remotely.

### **Course Content**

#### **Lesson 1: Personalizing Your Email**

Topic 1A: Apply Stationery and Themes

Topic 1B: Create a Custom Theme

Topic 1C: Create Signatures

Topic 1D: Modify Signatures

Topic 1E: Configure Email Message Security Settings

#### **Lesson 2: Organizing Outlook Items**

Topic 2A: Group Items

Topic 2B: Create Search Folders

Topic 2C: Apply Conditional Formatting

#### **Lesson 3: Managing Outlook Data Files**

Topic 3A: Create a Data File

Topic 3B: Add Outlook Data Files to a Mail Profile

Topic 3C: Change Data File Settings

#### **Lesson 4: Working with Contacts**

Topic 4A: Forward Contacts

Topic 4B: Edit an Electronic Business Card

Topic 4C: Export Contacts

Topic 4D: Perform a Mail Merge

Topic 4E: Link Items to Business Contact Manager

## **Lesson 5: Saving and Archiving Email**

Topic 5A: Save Messages in Alternate Formats

Topic 5B: Archive Messages

Topic 5C: Protect Personal Folders

## **Lesson 6: Creating a Custom Form**

Topic 6A: Add Form Fields

Topic 6B: Save a Form as a Template

Topic 6C: Test a Form

## **Lesson 7: Working Offline and Remotely**

Topic 7A: Make Folders Available Offline

Topic 7B: Configure RPC Over HTTP

Topic 7C: Download Selected Messages

Topic 7D: Publish Calendar Information to Office Online

## **Appendix A: Newsgroups**

## **Appendix B: Really Simple Syndication (RSS) Feeds**