

Outlook 2002 - Advanced	
Overview	Students will learn further concepts and skills for using Outlook 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. Outlook 2002: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> • Customize the Outlook Bar and the Outlook menus and toolbars. • Organize the Inbox by sorting and archiving messages and using the Rules Wizard. • Work with Notes and advanced Calendar and Contact features. • Create and use templates and forms to customize messages. • Integrate Outlook components with other Office applications. • Create public folders, post discussion items, and assign folder permissions.

Topics covered in the comprehensive manual

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 and 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 and Remote mail

Using Remote mail
Setting up Offline folders

Working with newsgroups and e-mail security

Working with newsgroups
Security

Appendix A: MOUS exam objectives map

Core exam objectives
Expert exam objectives