

Microsoft® Office Outlook® 2003: Level 2

Course Content

Lesson 1: Tracking Work Activities Using the Journal

- Topic 1A: Record a Journal Entry Automatically
- Topic 1B: Manually Record a Journal Entry
- Topic 1C: Modify a Journal Entry

Lesson 2: Setting Calendar Options

- Topic 2A: Set Work Days and Times
- Topic 2B: Display Other Time Zones
- Topic 2C: Set Free/Busy Options

Lesson 3: Setting Message Options

- Topic 3A: Modify Message Settings
- Topic 3B: Modify Delivery Options
- Topic 3C: Modify Message Formats
- Topic 3D: Notify Others that You will be Out of the Office
- Topic 3E: Create and Modify a Distribution List
- Topic 3F: Insert a Hyperlink

Lesson 4: Sharing Folder Information

- Topic 4A: Specify Folder Permissions
- Topic 4B: Access Another User's Folder
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Lesson 5: Managing Tasks

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Lesson 6: Customizing Outlook

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Lesson 7: Locating Outlook Items

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Appendix A: Using Public Folders