



Outlook 2003 Contact Management 4 Hours

Objectives:

Outlook 2003 Contact Management is the fourth seminar in the Microsoft Outlook 2003 series of training. It covers Outlook contact/address book advanced features including how to use these features for contact management. Trainees will learn to:

- Create and manage contact information using Outlook
- Efficiently import and export data to and from Outlook
- Create letters to Contacts using Outlook
- Use Outlook contacts as a mail merge source in Microsoft Word
- Create Office Documents using Outlook
- Track contact entries using the Outlook Journal

Outline:

- **Managing Contacts:** using the contacts pane, adding, editing, and deleting contacts, adding a contact's picture, flagging a contact for follow up, tracking contact activities, and creating and using a distribution list.
- **Working with Files and Applications:** importing and exporting data, forwarding a vCard, sending Outlook items, creating a letter to a contact, using Mail Merge with Word, creating and sending Office documents.
- **Using the Journal:** creating and deleting a journal entry, assigning a contact to a journal entry, modifying journal entry types.
- **Working with Notes:** creating, opening, coloring, printing, and deleting notes.