



## **Outlook 2003 Mail Beyond the Basics      4 Hours**

### **Objectives:**

Outlook 2003 Mail Beyond the Basics is the second seminar in Microsoft Outlook 2003 training. It covers advanced Outlook mail features and functions. Trainees will learn to:

- Use AutoSignatures and templates to streamline message writing
- Create rules to automate message processing
- Apply filters and categories to better organize Outlook items
- Change default settings to customize the Outlook environment

### **Outline:**

- Working with Components and Office: creating and inserting an AutoSignature, creating a template, deleting a template, inserting a picture into a message, and creating new stationery.
- Organizing Outlook Items: assigning an Outlook item to a category, modifying the Master Category List, creating and deleting folders, using simple and advanced finds, using AutoCreate.
- Working with the Rules Wizard: adding a rule to the Rules Wizard, changing the value of a rule, editing and deleting a rule.
- Customizing the Information Viewer: hiding/displaying header fields, adding and removing fields to/from the Information Viewer, sorting items in a folder, filtering a view, grouping items in a folder, formatting settings for a view, defining a custom view, deleting a view.
- Customizing the Outlook Bar: hiding the Outlook bar, changing icon size, creating, renaming, and renaming a group, adding folder and storage device shortcuts.