

**Outlook: Module II**

This instructor-led course presents the intermediate/advanced concepts of Outlook. Students will be introduced to Outlook features and the steps required to use the features correctly.

**Course Length:** 6 hours

**Prerequisites:** Outlook: Module I

**What's in Outlook: Module II?**

This course teaches students how to organize, find, and archive Outlook data; format e-mail messages; use your Calendar to schedule meetings; access your contacts to which you can assign speed dial numbers and tasks; send and receive faxes; use e-mail security features; create and use custom forms; integrate Outlook with other Office applications; and use Outlook with the Internet.

**Why do I need Outlook: Module II?**

- ✓ Provides skills necessary to become MOUS certified.
- ✓ Provides students with an overview of intermediate/advanced Outlook features.
- ✓ Provides hands-on experience using Outlook.

**Course Outline****Lesson 1: *Reviewing the Basics***

- ✓ Removing a Fax Service from Your Profile

**Lesson 2: *Working with Outlook Data***

- ✓ Organizing Outlook Data
- ✓ Finding Outlook Data
- ✓ Archiving Outlook Data
- ✓ Delegating Folder Access

**Lesson 7: *Using E-mail Security Features***

- ✓ Obtaining a Digital ID
- ✓ Adding Your Digital ID to E-mail Messages
- ✓ Viewing Digital IDs
- ✓ Saving Digital IDs in Your Contacts Folder
- ✓ Creating Encrypted E-mail Messages
- ✓ Deleting Digital Ids

**Lesson 3: *Using Advanced E-mail Features***

- ✓ Formatting Messages
- ✓ Using Message Marking Tools
- ✓ Configuring the Rules Wizard
- ✓ Working with Offline Folders

**Lesson 8: *Working with Forms***

- ✓ Viewing Outlook Forms
- ✓ Creating Custom Forms
- ✓ Using Custom Forms
- ✓ Deleting Custom Forms

**Lesson 4: *Using E-mail***

- ✓ Creating and Sending Messages
- ✓ Viewing Incoming Messages
- ✓ Replying to Messages
- ✓ Forwarding Messages
- ✓ Organizing Messages
- ✓ Deleting Messages

**Lesson 9: *Integrating Outlook with Office Applications***

- ✓ Attaching Files to Outlook Items
- ✓ Embedding Objects in Data Forms
- ✓ Creating New Documents from within Outlook

**Lesson 5: *Using Advanced Contacts Features***

- ✓ Using the Call Contact Feature
- ✓ Sending vCards
- ✓ Assigning Tasks to Contacts
- ✓ Creating Letters to Contacts

**Lesson 10: *Using Outlook with the Internet***

- ✓ Displaying the Web Toolbar
- ✓ Opening Web Pages in Outlook
- ✓ Sharing Outlook Folders on the Web
- ✓ Accessing Contacts Information on the Web
- ✓ Accessing Outlook Help on the Web

**Lesson 6: *Sending Facsimiles***

- ✓ Adding a Fax Service to Your Profile
- ✓ Creating and Sending a Fax
- ✓ Receiving and Saving a Fax
- ✓ Printing a Fax