



[WWW.KQEINC.COM](http://WWW.KQEINC.COM)

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## Outlook 2003 - Level 2

### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

### Overview:

This course provides students with the necessary skills to customize their Outlook environment, calendar, and mail messages to meet their specific needs. Students will also learn how to track, share, assign, and quickly locate various Outlook items.

### Who Should Attend:

This course is designed for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

### At Course Completion:

You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items

### Prerequisite(s) or equivalent knowledge:

1 Outlook 2003 – Level 1  
Windows XP (New Version) – Level 1  
Windows XP (New Version) – Level 2

### Outline:

#### Lesson 1: Tracking Work Activities Using the Journal

Record a Journal Entry Automatically  
Manually Record a Journal Entry  
Modify a Journal Entry

#### Lesson 2: Setting Calendar Options

Set Work Days and Times  
Display Other Time Zones



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Set Free/Busy Options

### **Lesson 3: Setting Message Options**

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

### **Lesson 4: Sharing Folder Information**

- Specify Folder Permissions
- Access Another User's Folder
- Delegate Access To Folders

### **Lesson 5: Managing Tasks**

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

### **Lesson 6: Customizing Outlook**

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu
- Create a Folder Home Page

### **Lesson 7: Locating Outlook Items**

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Messages Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email