

---

**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

Outlook 2003/2007 – Beginners or equivalent experience

**Overview:**

Students will learn how to sort, filter and group items; use and create Outlook templates and forms; and share information by using public folders and Net Folders.

**Outline:**

<b>Arranging Messages and Applying Rules</b>	Sorting, Finding and Filtering Messages Setting Rules in a Folder by using the Rules Wizard Working with Views
<b>Customising the Outlook Environment</b>	Customising the Outlook Bar Customising Menus and Toolbars
<b>Working with Contacts, The Journal and Notes</b>	Sharing Contact Information Contact Activity Tracking Overview of the Outlook Journal Using the Notes Feature
<b>Using Templates and Forms</b>	Using Templates and Forms Creating Custom Forms
<b>Integrating Outlook Components and Other Office Applications</b>	Integrating Outlook Components Importing and Exporting Data from Office Applications Integrating Office Documents and Outlook
<b>Importing and Exporting Files</b>	Importing and Exporting Files using various file formats
<b>Sharing User Information</b>	Overview of Public Folders Overview of Net Folders Working with Permissions
<b>Internet and Remote Mail Options</b>	Internet Explorer 7.0 Integration Folder Home Pages Creating a Message in HTML Mail Format and Inserting a Hyperlink Communicating on the Internet with NetMeeting

**Next Steps:**

Please contact us to discuss bespoke course content.

Tel: 01905 676108

Email: [enquiries@in2it-training.co.uk](mailto:enquiries@in2it-training.co.uk)

Web Site: [www.in2it-training.co.uk](http://www.in2it-training.co.uk)