



*Are you a pencil pusher trapped in a computer?
We can help!*

M J H COMPUTER TRAINING

www.mjhtraining.com

m.herman@sasktel.net

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

Microsoft® Office Outlook® 2010: Level 3

Course Length: 1Day

Course Content

Lesson 1: Personalizing Your Email

- Topic 1A:** Apply Stationery and Themes
- Topic 1B:** Create a Custom Theme
- Topic 1C:** Create a Signature
- Topic 1D:** Modify Signatures
- Topic 1E:** Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

- Topic 2A:** Group Items
- Topic 2B:** Create Search Folders
- Topic 2C:** Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Topic 3A:** Back Up Outlook Items in Outlook Data Files
- Topic 3B:** Add Outlook Data Files to a Mail Profile
- Topic 3C:** Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

- Topic 4A:** Forward Contacts
- Topic 4B:** Edit an Electronic Business Card
- Topic 4C:** Export Contacts
- Topic 4D:** Perform a Mail Merge
- Topic 4E:** Link Items to the Business Contact Manager

Lesson 5: Saving and Archiving Email

- Topic 5A:** Save Messages in Alternate Formats
- Topic 5B:** Archive Messages
- Topic 5C:** Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

- Topic 6A:** Customize a Form
- Topic 6B:** Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

- Topic 7A:** Make Folders Available Offline
- Topic 7B:** Configure Remote Procedure Calls over HTTP
- Topic 7C:** Download Selected Messages
- Topic 7D:** Publish Calendar Information to Office Online