



**THE
ENTERPRISE
CENTRE**

**Outlook 2003
Advanced
ENT1504**

1 Day

Workshop Goal

This **one day** hands-on workshop will familiarize participants with the advanced features of Microsoft Outlook with emphasis on: formatting messages, creating HTML messages, and working with files and applications.

Topic Outline

Formatting Outlook Messages
Working with Rules
Working with Offline Settings
Working with Files and Applications
Working with the Internet
Working with Folders and Forms
Customizing Views
Adding Shortcuts to the Navigation Pane
Working with Junk Mail
Working with Multiple Email Accounts
Setting Other Outlook Options

Recommended Prior Learning

Completion of **Outlook Introduction** workshop or equivalent knowledge, including sufficient time using Microsoft Outlook to appreciate the advanced topics covered in this workshop.