



# Course Outline

## Microsoft® Outlook 2003

### Level 3

#### **Lesson 1: Communicating Using MSN Messenger**

- Topic 1A: Obtain a Hotmail Account
- Topic 1B: Add Contacts
- Topic 1C: Send and Receive Instant Messages
- Topic 1D: Attach a File
- Topic 1E: Change MSN Messenger Status
- Topic 1F: Change MSN Messenger Options

#### **Lesson 2: Personalizing Your Mail**

- Topic 2A: Use Stationery
- Topic 2B: Create Custom Stationery
- Topic 2C: Create Signatures
- Topic 2D: Modify Signatures

#### **Lesson 3: Organizing Outlook Items**

- Topic 3A: Group Items
- Topic 3B: Create Search Folders
- Topic 3C: Create Rules
- Topic 3D: Apply Conditional Formatting

#### **Lesson 4: Working with Contacts**

- Topic 4A: Forward Contacts
- Topic 4B: Create a vCard from a Contact
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge
- Topic 4E: Link Items to a Contact

#### **Lesson 5: Saving and Archiving Mail**

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

#### **Lesson 6: Creating a Custom Form**

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form
- Topic 6C: Test a Form