

Beyond Basics: Getting the Most Out of Outlook Outlook 2003 Level 2



Advanced Email Features

- Using Stationery and Themes
- Creating Custom Stationery
- Inserting a Signature
- Using the Out-of-Office Assistant
- Changing Message Format
- Adding Addresses to the Safe and Blocked Senders List

Organizing Information

- Exploring the Folders List
- Using Instant Search and Advanced Find
- Creating/Renaming and Moving Folders
- Creating and Using Search Folders
- Creating and Managing Rules
- Filtering Information
- Color-Coding E-mail Messages

Customizing Outlook

- Customizing Outlook's Toolbars and Menus
- Starting Outlook Automatically
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- Changing E-Mail Options

Managing Outlook Data

- Using Auto Archive
- Using a Personal Folders Backup Tool
- Importing / Exporting Information
- Working with Personal Folders Files
- Working with Offline Folders