



# CenterPoint Solution, LLC

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## MICROSOFT® OUTLOOK® 2003 - ADVANCED LEVEL

### *Course Description:*

This course builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

### *Who Should Take This Course:*

Persons with an intermediate understanding of Outlook® who need to use Outlook® to communicate using Instant Messaging, personalize and organize their mail, organize Outlook® items, share and link contacts, create forms, and work offline and remotely.

### *Achieved Results:*

You will communicate using Instant Messaging, personalize and organize your mail, organize Outlook® items, share and link contacts, create forms, and work offline and remotely.

### *Course Outline:*

- Using Stationary and Signatures
- Grouping Items and Creating Rules
- Forward and Exporting Contacts
- Saving and Archiving Mail
- Creating a Custom Form
- Working Offline and Remotely