



# CenterPoint Solution, LLC

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## MICROSOFT® OUTLOOK® 2003 - INTERMEDIATE LEVEL

### *Course Description:*

This course provides you with the necessary skills to customize your Outlook® environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook® items.

### *Who Should Take This Course:*

This course is designed for experienced Outlook® users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook® items.

### *Achieved Results:*

You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook® items.

### *Course Outline:*

- Tracking Work Activities Using the Journal
- Setting Calendar Options
- Modifying Message Options
- Sharing Folder Information
- Assigning and Managing Tasks
- Customizing Outlook®
- Find, Filter and Sort messages