

Module 1 – Customize Your Mail

- Custom Folders
- Modifying Favorites
- Creating Personal Folders
- Opening and Closing Personal Folders
- Using the Organize Pane
- Creating a Message Rule from a Template
- Creating Rules from Existing Messages
- Managing Rules
- The Out-of-Office Assistant
- Junk Email
- Archiving Data
- Creating Business Cards
- Signature Files

Module 2 – Organization Tools

- Using AutoCreate
- Using Quick Flags for Follow-up
- Customizing Categories
- Assigning Categories
- Viewing Items by Category
- Finding Information with QuickFind
- Using Instant Search
- Customizing Search Options
- Using and Creating Search Folders
- Tracking Activities Involving Contacts

Module 3 – Advanced Calendar and Meeting Options

- Sharing Calendars
- Sending Calendars via Email
- Sharing Calendars with Microsoft Exchange Server
- Arranging Meetings
- Inviting Attendees to Meetings
- Using AutoPick or the Scheduling Assistant
- Voting Buttons

Module 4 – Sharing Information

- Information Sharing Overview
- Permitting Others to Access Your Outlook Folders
- Opening another User's Folder
- Granting Permission to a Delegate
- Accessing Folders as a Delegate
- Sending Messages as a Delegate
- Creating Public Folders
- Setting Permission Levels