

# Outlook 2003: Advanced

## Topic-Level Outline

---

**Days:** 1

**Prerequisites:** *Outlook 2003: Basic* or equivalent experience

### **Unit 1: Customizing Outlook**

**Topic A:** The Outlook environment

**Topic B:** Groups and shortcuts

### **Unit 2: Messages**

**Topic A:** Searching and filtering messages

**Topic B:** Customizing messages

### **Unit 3: The Inbox**

**Topic A:** Organizing the Inbox folder

**Topic B:** Setting rules

**Topic C:** Managing your mailbox

**Topic D:** Alternate e-mail methods

### **Unit 4: Folders**

**Topic A:** The Notes folder

**Topic B:** The Journal folder

**Topic C:** The Calendar folder

**Topic D:** The Contacts folder

**Topic E:** Business Contact Manager

### **Unit 5: Templates and forms**

**Topic A:** Working with templates

**Topic B:** Forms

### **Unit 6: Integration**

**Topic A:** Outlook components

**Topic B:** Importing and exporting data

## **Unit 7: Public, shared, and offline folders**

**Topic A:** Public folders

**Topic B:** Sharing your Outlook folders

**Topic C:** Offline folders

## **Unit 8: Newsgroups and e-mail security**

**Topic A:** Newsgroups

**Topic B:** Security

## **Appendix A: MOS exam objectives map**

**Topic A:** Comprehensive exam objectives