#### Topic

## **Course Description**

Target audience Prerequisites Summary description Course format and duration Course goals Topics covered Recommended agenda for classroom delivery Recommended agenda for e-learning delivery

## **Learning Processes and Conventions**

Icon Quick Reference Assessment Case Study Exercises Guided Practice Procedure Review Learning Conventions

## Topic

## Lesson 1: Reducing the Clutter

Objectives **Removing Messages and Attachments** Change the expiration time for emptying the Trash Remove messages from the Sent folder Remove copies of meeting invitations Removing attachments from messages Using the Mail Threads view to search for messages with the same attachments Using Mail Rules to Delete Messages What is a Mail rule? Create a mail rule to delete messages **Archiving Messages** Archive databases Use drag/drop to archive messages manually Open an archive database Create an archive setting for expired messages Mark messages as expired Creating an archive setting to archive messages from 2001 Moving messages created in the year 2001 into the archive database Disabling the 2001-All Documents archive setting Setting up scheduled archiving Starting archiving manually Using a Mail Rule to Set an Expiration Date on All New Messages Creating a mail rule to set an expiration date on new messages Exercises Complete the Checklist in Appendix A Set up scheduled archiving Create a mail rule to mark new messages as expired

Topic

Lesson 2: Managing and Using Mail Efficiently
Objectives
Customizing Your Mail
How do I set my mail preferences?
Defining General mail user preferences
Defining mail Internet user preferences
Defining mail Basics, letterhead, signature or colors
Create a signature using a file
Increase the row spacing in your Inbox view
Improving Mail Performance
Compacting your mail database
Organizing and Upgrading Folders
Reorganizing your folders
Quickly creating a folder
Moving folders
Deleting folders
Upgrading folder design
Utilizing Mail Rules to File Messages
Adding conditions to a mail rule
Creating a mail rule to file messages
Building, Customizing, and Organizing the Personal Address Book
Quickly add contacts and groups to the address book
Using a Vcard to add a contact to the address book
Creating a Vcard
Customize the address book
Assign a short name for a contact
Organize the address book with categories
Creating a Message with Two Clicks
_ Creating a message
Exercises
Complete the Checklist in Appendix A
Create a mail rule using the AND and OR conditions
Create and address a new message

Topic

# Lesson 3: Accessing Data Using Links and Bookmarks

Objectives Working with Document Links Navigate and bookmark links using the pop-up menu Change the status bar information for a link Create and send multiple document links Using Bookmarks to Organize and Access Information Using default bookmarks and bookmark folders Using the History bookmark folder Add a database bookmark to the bookmark bar Adding other types of bookmark links Managing bookmarks Add bookmarks to the Startup bookmark folder Exercises Complete the Checklist in Appendix A Create a bookmark to a document Organize bookmarks

Rename a bookmark folder

### Topic

Lesson 4: Enhancing Messages Objectives Determining the Best Tools for Organizing and Displaying Information Available tools Using tables Using sections Using lists Using anchor links Choosing the Appropriate Table Type for the Information Using basic tables Using tabbed tables Using animated tables Using caption tables Presenting Information in Tabbed Tables Create a tabbed table Enhancing Text with Objects Available objects for enhancing text Using horizontal rules Using borders Using pictures Using pop-up text Using buttons Using special characters Using background color or graphics Using link hotspots Incorporating Buttons, Pop-up Text, and Workflow into Messages Create a button that replies to the sender Create pop-up text Set a Respond by date on a message Creating and Reusing a Message Template Create stationery from an existing message Create a message using stationery Exercises Complete the Checklist in Appendix A Create and edit a tabbed table Create new stationery from an existing stationery

## Topic

Lesson 5: Building Your Custom Workspace Customizing and Moving the Toolbars Adding a built-in button to a toolbar Adding a custom button to a toolbar Moving toolbars Building a Custom Welcome Page Default Notes Welcome Page Framed Welcome Page Personal Welcome Page Creating a Personal Welcome Page Adding pictures and links to a Personal Welcome Page Editing a Personal Welcome Page Creating a custom Framed Welcome Page Adding links to the Launch Pad Setting Your Home Page Defining your home page Exercises Complete the checklist in Appendix A Add a custom button to a toolbar Create a custom Welcome Page

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## **Appendix A: Checklists**

Lesson 1: Reducing the Clutter Checklist

Lesson 2: Managing and Using Mail Efficiently Checklist

Lesson 3: Accessing Data Using Links and Bookmarks Checklist Add bookmarks

Lesson 4: Enhancing Messages Checklists

Lesson 5: Building Your Custom Workspace

# Appendix B: Using Emoticons, Acronyms and Special Characters in Messages

Using Emoticons in Messages Sample Emoticons Using Acronyms in Messages Sample Acronyms Adding Special Characters to Notes Messages

# Appendix C: Managing Mail While You Are Away and When You Return

Preparing for an Extended Time Away Tasks to do before you leave Managing Mail When You Return Tasks to do when you return

# Appendix D: Using Keyboard Shortcuts and Toolbar Buttons to Navigate and Work in Notes

Using Keyboard Shortcuts to Navigate and Work in Notes Navigating Notes using keyboard shortcuts Working in Notes using keyboard shortcuts

Using Shortcuts and Buttons to Select, Move and Format Notes Message Text Selecting text with keyboard shortcuts

Moving text with shortcuts or buttons

Working with text using shortcuts or buttons

## Topic

### Appendix E: Populating, Managing and Printing the Calendar Objectives

Customizing the Calendar Define your free time schedule Allow others access to your schedule Define an additional time zone Define categories for use in the calendar Quickly Navigating the Calendar Navigating the calendar Populating and Managing the Calendar Adding calendar entries Searching the Calendar Locating a specific meeting invitation Printing the Calendar Print Calendar Dialog Box Printing or sending a monthly calendar view Printing a daily calendar view with reduced point size Checklist

### **Appendix F: Backing Up Important Notes Files**

Backing Up Important Notes Files Notes files to back up

Topic