

Working with Contacts

- Import a vCard
- Create a Mail Merge
- Generate a Map for a Contact's Address

Communicating with Email Alternatives

- Send and Receive Instant Messages
- Subscribe to a Newsgroup
- View Newsgroup Messages

Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
- Manually Record a Journal Entry
- Modify a Journal Entry

Configuring and Securing Outlook

- Configure a Dial-up Connection
- Add an Account to your Profile
- View Secure Email Options
- Modify Security Zone Settings

Interacting with the Internet

- Publish Free/Busy Information Over the Internet
- Schedule an Online Meeting
- Add an Internet Shortcut
- Create a Folder Home Page
- Insert a Hyperlink

Working Offline and Remotely

- Create Offline Folders
- Make a Folder Available Offline
- Create a Send/Receive Group
- Download Messages

Creating a Custom Form

- Add Fields to a Form
- Save a Form
- Test a Form