

Microsoft Business Contact Manager 3 Foundation – 1 Day

Some versions of Outlook 2007 come with an extra set of tools: Business Contact Manager. It must be used with Microsoft Office Outlook 2007; it cannot be launched on its own.

It is assumed on this course that you have at least a basic working knowledge of Outlook 2007

In this course, we're going to look at the basics of setting up Business Contact Manager and some basic features.

Section One: Configuring Business Manager 3 (BCM)

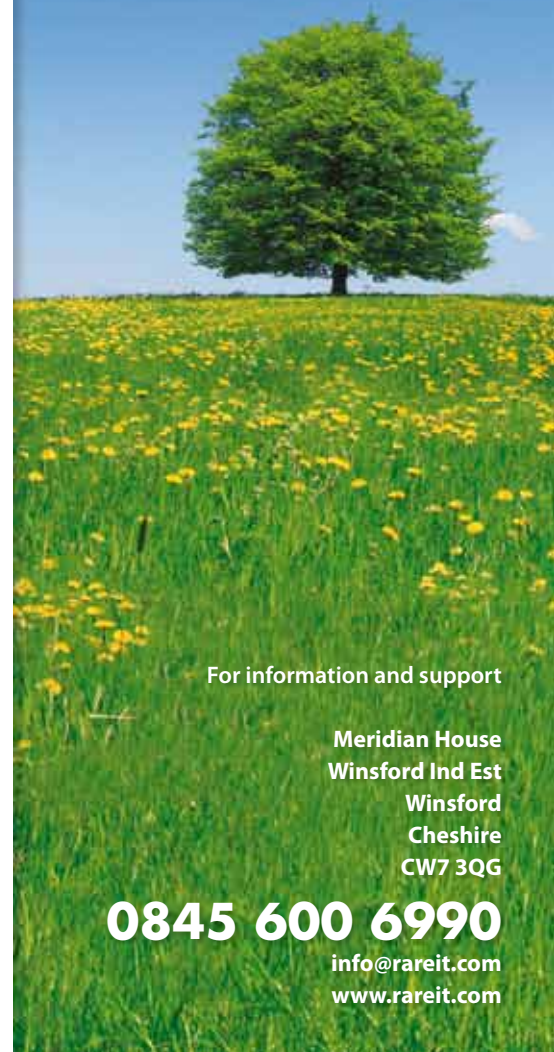
- Getting Started
- 2: Using BCM
- Working with BCM
- Getting Help

Section Two: Using Business Contact Manager

- Accounts
- Business Contacts
- Opportunities
- Business Projects and Tasks
- Communication History and Linking

Section Three: Business Contact Manager Tools

- Using the Dashboard
- Information Management Tools
- Marketing Campaigns
- Customizing Forms
- Working with Accounting Express



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