

Outlook 2007 - Level 1

Days of Training: 1

Overview

In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. (Second Edition)

Prerequisites

Windows XP (New Version) - Level 1

Next Steps

Outlook 2007 - Level 2

Lesson 1: Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Reading Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

Lesson 2: Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Lesson 3: Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Lesson 4: Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Lesson 5: Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Lesson 7: Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop

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Outlook 2007 - Level 2

Days of Training: 1

Overview

In this course, students learn to customize their environment, calendar, and email messages to meet their specific requirements and wish to track, share, assign, and locate various Outlook items. (Second Edition)

Prerequisites

Windows XP (New Version) - Level 1
Outlook 2007 - Level 1

Next Steps

Outlook 2007 - Level 3

Lesson 1: Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

Lesson 2: Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others That You will be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

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

Lesson 4: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Lesson 5: Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access Another User's Folder
- Send Calendar Information in an Email Message

Lesson 6: Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page

Lesson 7: Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Outlook Items Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

Lesson 8: Working with Public Folders

- Create a Public Folder
- Add Users to a Public Folder
- Post Information in a Public Folder
- Send an Email Message to a Public Folder

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Outlook 2007 - Level 3

Days of Training: 1

Overview

This course builds on email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely. (Second Edition)

Prerequisites

Outlook 2007 - Level 1
Outlook 2007 - Level 2

Lesson 1: Personalizing Your Email

- Apply Stationery and Themes
- Create a Custom Theme
- Create Signatures
- Modify Signatures
- Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

- Group Items
- Create Search Folders
- Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Create a Data File
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Lesson 4: Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Personal Folders

Lesson 6: Creating a Custom Form

- Add Form Fields
- Save a Form as a Template
- Test a Form

Lesson 7: Working Offline and Remotely

- Make Folders Available Offline
- Configure RPC Over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online

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