

# SOFTWARE TRAINING CENTER

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## Outlook 2007 Advanced

**Duration:** 1 Day

### Course Overview:

This is the second day of Outlook 2007 training and builds on the skills learned in Outlook 2007 Introduction. Students will be introduced to using tasks, the Journal and working with Notes. Students will also learn more on working with folders and using rules to organize their information. Students will learn some of the customization tips to help them configure the Outlook environment to match their own personal preferences. Finally, students will learn about proper archiving techniques using Outlook. This course will guide the students on their way to becoming power users of Outlook

**Who Should Attend:** Anyone interested in learning how to use advanced features of Outlook 2007.

**Prerequisites:** To ensure your success, we recommend you first take Outlook 2007 Introduction or have equivalent skills. This course assumes you have been using Outlook 2007 and are familiar with its e-mail and calendar features.

### Course Outline:

#### Working with Tasks

- Adding a Task
- Changing Task Views
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing a Task
- Completing a Task

#### Using the Journal and Notes

- Displaying the Journal
- Creating a Journal Entry Manually
- Creating a Journal Entry Automatically
- Relating a Journal Entry to a Contact
- Opening, Modifying, Deleting a Journal Entry
- Changing Journal Views
- Working with Notes

#### Organizing and Finding Information

- Exploring the Folder List
- Using Instant Search
- Refining a Search
- Using Advanced Find
- Creating and Using Folders
- Managing Folders
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules
- Sorting and Grouping Information
- Filtering Information
- Color-coding E-mail Messages

#### Customizing Outlook

- Customizing Toolbars and Menus
- Starting Outlook Automatically
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- Changing E-mail Options

#### Managing Outlook Data

- Using AutoArchive
- Manually Archiving Information
- Using a Personal Folders Backup Tool
- Importing Information
- Exporting Information
- Working with Personal Folders Files
- Working with Offline Folders

#### Advanced Topics

- Adding RSS Feeds
- Viewing RSS Feeds
- Using the Tools Together
- Using Outlook Web Access
- Using Instant Messaging in Outlook