SOFTWARE TRAINING CENTER

Outlook 2007 Introduction

Duration: 1 Day

Course Overview:

This comprehensive one-day course allows students to learn the fundamentals of Outlook 2007. You will compose and send email, schedule appointments and meetings, manage contact information, share your Calendar, and learn advanced feature such as the Out of Office Assistant, Delegate Permissions and dealing with junk e-mails.

Students Learn How To:
- Identify the components of the Outlook environment
- Compose messages
- Use folders to organize messages
- Manage contacts and contact information
- Schedule appointments and meetings
- Share your Calendar and folders
- Learn some advanced e-mail features

Who Should Attend: This course is intended for people with a basic understanding of Microsoft Windows, and who need to learn how to use Microsoft Outlook 2007 to compose and send email, schedule appointments and manage contact information.

Prerequisites: Prospective students should be familiar with using personal computers (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. We recommend you have a basic understanding of e-mail concepts.

Course Outline:

The Fundamentals
What's New in Outlook 2007
Understanding the Ribbon
Office Button and Quick Access Toolbar
Viewing the To-Do Bar
Using Menus and Toolbars
Using Help

Composing and Sending E-mail
Composing and Sending an E mail Message
Specifying Message Options
Inserting a Hyperlink
Attaching a File to a Message
Opening an Attachment
Flagging a Message for Follow-up
Using Color Categories
Sorting Messages
Changing Views

Working with Contacts
Introduction to the Address Book
Adding a Contact
Editing and Deleting Contacts
Changing Contact Views
Finding and Organizing Contacts
Creating a Distribution List

Using the Calendar
Viewing the Calendar
Scheduling Appointments and Events
Working with Recurring Appointments
Color-coding Appointments
Viewing Calendar Items
Setting Reminders
Configuring Calendar Options

Collaborating with Other Users
Working with Meeting Requests
Working with Group Schedules
Setting the Free/Busy Options
Sharing Your Calendar
Sharing Outlook Folders
Giving Delegate Permissions
Taking and Tracking a Vote
Working with Public Folders

Advanced E-mail Features
Saving Unfinished Messages (Drafts)
Using the Out of Office Assistant
Using Stationery and Themes
Inserting a Signature
Delaying Sending a Message
Dealing with Junk E-mail
Adding Addresses to the Safe and Blocked Senders List