



Microsoft Outlook 2007

Length: 2 Hours

1. Exploring the Outlook Environment

- Opening and Closing Outlook
- Toolbars
- Panes
- Help
- Tabs and Groups
- Quick Access Toolbar

2. Messages

- Message Priority
- Flags/Delivery/Read Receipts
- Voting/Direct Replies
- Delayed Delivery
- Saving your message
- Printing and Deleting
- Opening/Adding Attachments
- Editing Text
- Hyperlinks
- Drafts

3. Personalizing Your Mail

- Create & Modify Signatures
- Business Cards

4. Calendaring

- New appointments
- Editing appointments
- Customizing Views
- Recurring Appointments
- Options
- Scheduling assistant
- Booking the Boardrooms

5. Contacts

- New Contacts
- Distribution lists
- Various Views
- Changing the search function
- Additional Fields
- Sending a Business Card

6. Using Notes

- Opening a note
- Editing a note

7. Using Tasks

- Navigation Pane
- Creating reoccurring Tasks
- Assigning Tasks
- Status Reports
- Private
- Changing Options

8. Customizing the Outlook Screen

- Various Customizations

9. Viewing Tools

- How to change your views

10. Categorizing

- Setting up Categories
- Assigning a Category
- Creating Category Searches

10. Miscellaneous

- Renaming/moving/deleting Folders
- Rules
- Search Function
- How to change your views
- Vacation Calendars

OPTIONAL

How to share Folders and Calendars

How to access and use OWA – Outlook Web Access

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