

Outlook 2007 Level 1

1-day course

Course Code: C171

Who should attend?

This course is intended for new Microsoft Office Outlook 2007 users

Prerequisites

Windows 2000, Windows XP, or Windows Vista

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- o Explore the Outlook 2007 environment, create customized notes, and subscribe to RSS feeds
 - o Communicate with electronic mail quickly and easily
 - o Manage contact information and track communications
 - o Address, distribute, file, sort, find, and manage messages efficiently
 - o Record, prioritize, and track tasks
 - o Schedule and manage appointments efficiently
 - o Coordinate and schedule meetings with others
 - o Select print styles and print Outlook items
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Course Content

Understanding the Outlook Environment

Working in Outlook; Creating and Customizing Notes; Working with RSS Feeds

Communicating with E-mail Messages

Creating and Sending Messages; Replying to, Forwarding, and Deleting Messages

Working with Contacts

Managing Contacts; Tracking Communications in the Journal

Managing Messages

Creating Distribution Lists; Organizing, Sorting, and Finding Messages; Managing Junk E-mail

Managing Tasks

Creating, Editing, and Deleting Tasks; Organizing and Tracking Tasks

Scheduling and Managing Appointments

Scheduling Appointments; Managing Appointments; Calendar Options

Scheduling Meetings

Planning, Requesting, and Scheduling Meetings; Rescheduling and Cancelling Meetings

Scheduling Meetings

Planning, Requesting, and Scheduling Meetings; Rescheduling and Cancelling Meetings;

Printing Outlook Items

Selecting Print Styles and Printing Messages; Printing Schedules and Contact Lists;
