

# Outlook 2007 Level 2

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1-day course  
Course Code: C172

Who should attend? This course is intended for participants who are familiar with Outlook 2007.

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Prerequisites Outlook 2007 Level 1

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

- Customize the Outlook Interface, view Web Pages and Favorites and work with Office 2007 applications while using Outlook
- Organize Outlook folders by assigning categories, creating rules, and applying filters
- Manage junk e-mail, use color-coding and stationery, control messages, and use message notifications
- Work with shared folders, delegate folder access, and archive Outlook items
- Use the productivity-improvement features of the Calendar, Contacts, and Tasks folders, as well as create and use Outlook forms
- Set up Outlook 2007 for mobile use and synchronize mail

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## Course Content

Getting the Most out of Outlook 2007  
Customizing the Outlook Interface; Viewing Web Pages and Favorites; Integration with Office 2007 Applications;

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Managing Folders  
Categories; Rules Wizard; Filtering a View;

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Using Advanced Message Features  
Organizing Messages; using Signatures and Stationery;  
Controlling Messages; Message Notifications;

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Sharing Folder Access and Archiving Outlook Items  
Working with Shared Folders; Delegating Folder Access;  
Archiving Outdated Items;

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Personal Productivity  
Calendar; Contacts; Tasks; Forms and Templates;

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Outlook for Mobile Clients  
Working Offline; Setting up Outlook for Mobile Use;

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