



Microsoft Outlook

Microsoft Outlook is a course focused on teaching you how to send and receive mail, schedule appointments, insert events, schedule meetings, create and manage tasks, collaborate with other users, and organize contacts. You will also learn about the newest features such as the folder and unread mail search, attachment preview, calendar sharing, and the Out of Office assistant.

Target Student: Anyone interested in acquiring skills necessary to send and receive mail, use the calendar functions, create tasks, and interact with other Microsoft Outlook users.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, search and send mail, as well as use the task, calendar, and journal features.

What's Next:

Microsoft Excel – Introduction Learn how to transform paper-based data systems into and electronic formats that are easy to search and use.

Microsoft Word - Introduction Learn how to create, revise, and save documents for printing and future retrieval.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

PowerPoint Learn how to design, create, and deliver presentations with pizzazz.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create and send email messages.
- Use the Out of Office Assistant.
- Flag messages for follow up.
- Organize and search mail.
- Create and manage contacts.
- Work with the calendar
- Use the to-do and task functions
- Create security settings.
- Modify Outlook with personal settings.





Microsoft Outlook 1 Day

The Fundamentals

- What's New in Outlook 2007
- Understanding the Outlook 2007 Program Screen
- Understanding Items and the Message Window
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using the Navigation Pane and the To-Do Bar
- Using Menus, Toolbars and Keyboard Commands

Composing and Sending Email

- Composing an Email Message
- Changing Message and Text Formats
- Inserting a Signature
- Using Stationery and Themes
- Attaching a File to a Message
- Working with Hyperlinks
- Specifying Message Options
- Checking your Spelling
- Sending Email
- Working with Distribution Lists
- Saving Unfinished Messages (Drafts)
- Using the Out of Office Assistant
- Receiving, Sorting and Reading Email
- Replying to and Forwarding a Message
- Opening an Attachment
- Flagging a Message for Follow-up
- Using Color Categories
- Sorting Messages
- Changing Views and Printing a Message

Organizing and Finding Information

- Using Instant Search and Refining a Search
- Exploring the Folder List
- Creating, Using and Managing Folders
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Creating and Managing Rules

Working with Contacts

- Adding, Editing and Deleting Contacts
- Adding an Email Sender to the Contacts List
- Changing Contact Views
- Mapping a Contact's Address
- Working in a Contact Window
- Finding, Organizing and Printing Contacts

Using the Calendar

- Scheduling Appointments and Events
- Working with Recurring Appointments
- Color-coding Calendar Items
- Viewing and Arranging Calendar Items
- Working with Meeting Requests and Setting Reminders
- Configuring Calendar Options

Working with Tasks

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

Using the Journal and Notes

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

Handling Security and Junk Email

- Dealing with Junk Email
- Adding Addresses to the Safe and Blocked Senders List
- Changing Outlook's Security Settings

Collaborating with Other Users

- Taking and Tracking a Vote
- Working with Group Schedules
- Setting and Publishing Free/Busy Appointment Time
- Opening Shared Calendars and Sharing Your Calendar
- Publishing Your Calendar on the Internet
- Sharing Outlook Folders
- Working with Public Folders

Customizing Outlook

- Customizing Outlook's Toolbars and Menus
- Starting Outlook Automatically
- Creating and Working with Custom Views
- Modify or Create New Forms

Managing Outlook Data

- Manually Archiving and Retrieving Information
- Using AutoArchive and Backing Up
- Use a Personal Folders Backup Tool
- Importing and Exporting Information
- Working With Outlook Personal Folders Files
- Working with Offline Folders