

Outlook Introduction Course Content

GETTING STARTED

Starting And Closing Outlook 2007

How To Use Outlook For The First Time
How To Start Outlook 2007

What's New In Microsoft Office Outlook 2007

How To View Outlook Today
How To Customize Outlook Today
How To Set Outlook Today As The Default Page
How To Exit Outlook 2007

Getting Familiar With The Outlook 2007 Screen

How To Use The Menu
How To Show Or Hide Toolbars
How To Move The Toolbars And Menu Bar
How To Use The Toolbar Buttons
How To Access A Shortcut Menu Using A Right Mouse Click
How To Use A Shortcut key

Getting Help

How To Search Help
How To Use The Help Contents
How To Get Help From Office Online
How To Get Help On A Command

Using The Navigation Pane

How To Use The Improved Navigation Pane
How To Use The Navigation Pane To Move Around
How To Add/Remove Buttons
How To Change The Order Of The Buttons
How To Resize The Navigation Pane

USING ELECTRONIC MAIL (E-MAIL)

Creating And Sending E-mail Messages

How To Create An E-mail Message
How To Address An Email Message By Selecting A Name
How To Select Names Using The AutoComplete Feature
How To Write The Text Of A Message
How To Save And Open An Unfinished Message
How To Edit And Format A Message
How To Set Message Options

How To Request A Read Receipt For A Message

How To Set Message Delivery Options
How To Send A Message
How To Resend A Message
How To Recall A Message

Receiving And Reading Messages

How To Check For New Messages
How To Read Messages In The Reading Pane
How To Mark A Message As Read Or Unread
How To Reply To A Message
How To Forward A Message
How To Preview The First Three Lines Of All Messages
How To Preview The First Three Lines Of Unread Messages
How To Print A Message
How To Delete A Message
How To Retrieve A Deleted Message

Working With Attachments

How To Attach A File To A Message
How To Preview Attachments
How To Open An Attachment From The Message List
How To Open An Attachment From An Open Message
How To Save An Attachment
How To Remove An Attachment

Flagging Messages And Color Categories

How To Add A Flag For Follow Up
How To Add A Flag With A Custom Date To A Message
How To Flag A Message As Completed
How To Remove A Flag
How To Create A New Color Category
How To Assign A Color Category To A Message
How To Set The Quick Click Category
How To Assign A Quick Click Category
How To Set A Follow-Up Flag For Recipients

MANAGING EMAIL MESSAGES

Arranging And Finding Messages

- How To Arrange Your Messages
- How To Change The Compact Layout
- How To Change The Number Of Lines In The Compact Layout
- How To Use The Instant Search
- How To Reuse A Recent Search
- How To Change The Highlight Color In The Instant Search
- How To Use The Query Builder
- How To Filter Messages
- How To Remove A Filter
- How To Color-Code Your messages
- How To Manage Message Using Different Views

Organizing Messages In Folder

- How To Create A New Folder
- How To Move A Message To A Folder
- How To Move A Folder
- How To Add A Folder To Favorite Folders
- How To Delete A Folder

Using Search Folders

- How To Create A Predefined Search Folder
- How To Create A Custom Search Folder
- How To Customize A Search Folder
- How To Rename A Search Folder
- How To Delete A Search Folder
- How To Use A Search Folder To Find Important Messages

WORKING WITH CONTACTS

Creating Contacts Information

- How To View The Contacts Folder
- How To Change The Contacts View
- How To Create A Contact
- How To Create Another Contact With The Same Company Information
- How To Create A Contact From An E-mail Message
- How To Update Contact Information
- How To Add A Picture To A Contact
- How To Print Contact Information

Organizing And Finding Information In Contacts

- How To Sort Contacts
- How To Jump To A Name In The Contacts Folder
- How To Find A Specific Contact
- How To Organize Contacts Using Folders
- How To Organize Contacts Using Categories

Working With The Electronic Business Card

- How To Create An Electronic Business Card
- How To Edit An Electronic Business Card
- How To Use An Image As A Background For A Card
- How To View Contacts As Electronic Business Cards
- How To Send An Electronic Business Card
- How To Save An Electronic Business Card In A Message

WORKING WITH THE ADDRESS BOOK

Using The Address Book

- How To Open The Address Book
- How To Add An Address
- How To Remove An Address
- How To Find An Address In An Address Book

Creating Distribution List

- How To Create A Distribution List
- How To Add New Members To A Distribution List
- How To Remove A Name From The Distribution List
- How To Send A Message To A Distribution List
- How To Delete A Distribution List

Outlook Intermediate Course Content

WORKING WITH THE CALENDAR

Understanding The New Interface

- How To View Your Calendar
- How To Navigate In The Calendar

Scheduling Holidays, Appointments And Events

- How To Add Holidays
- How To Remove Holidays
- How To Schedule An Appointment
- How To Set An Appointment Options
- How To Schedule An Event
- How To Schedule A Recurring Appointment / Event
- How To Remove Recurring Appointment / Event

Managing And Organizing Activities

- How To Switch To A Different View
- How To View Activity Details Using The Reading Pane
- How To Modify An Activity
- How To Delete An Activity
- How To Print A Calendar
- How To Assign A Color Category To An Activity
- How To Color-coding Appointments Automatically

Sharing Calendars

- How To Share Your Calendar With Others
- How To Change Sharing Permissions
- How To Stop Sharing Your Calendar
- How To Open A Shared Calendar From The Sharing

Invitation Email

- How To Close A Shared Calendar
- How To Remove A Shared Calendar
- How To View Multiple Shared Calendars Side-By-Side
- How To Send A Calendar Snapshot In An E-mail Message
- How To Work With Multiple Calendars

Scheduling And Managing Meetings

- How To Schedule A New Meeting
- How To Accept A Meeting Request
- How To Propose A New Meeting Time
- How To Decline A Meeting Request
- How To Cancel A Meeting Request

WORKING WITH TASKS

Creating And Updating Tasks

- How To Open The Tasks Folder
- How To Create A Task
- How To Create A Task From An E-mail message
- How To Create A To-Do Item From A Contact
- How To Create A Task In The Daily Task List In Calendar
- How To Open A Task
- How To Update A Task
- How To Prioritize A Task
- How To Mark A Task As Completed

Managing And Organizing Tasks

- How To View Your Tasks in Tasks
- How To View Your Tasks In The To-Do Bar
- How To View Your Tasks In The Calendar
- How To Sort Tasks
- How To Organize Tasks With Folders
- How To Assign A Color Category To A Task
- How To Assign A Task
- How To Accept/Decline An Assigned Task
- How To Share Task Information With Others

WORKING WITH NOTES AND THE JOURNAL

Creating And Organizing Notes

- How To Open The Notes Folder
- How To Create A Note
- How To Open A Note
- How To Modify A Note
- How To Create An Appointment From A Note
- How To Create A Task From A Note
- How To Send An E-mail From A Note
- How To Assign A Note To A Contact
- How To Assign A Color Category To A Note
- How To Change The Notes View
- How To Delete A Note
- How To Share Your Notes With Others

Using The Journal

- How To Record Journal Entries Automatically
- How To Record Journal Entries Manually
- How To Open The Journal Folder
- How To Change The Journal View
- How To Open A Journal Entry
- How To Modify A Journal Entry

ADVANCED EMAIL FEATURES

- Using The Out Of Office Assistant And Rules
- How To Automatically Reply To Incoming Messages While Out Of Office
- How To Turn The Out Of Office Assistant On Or Off
- How To Create A Custom Reply Template
- How To Create A Rule For Sending The Custom Reply While Out Of Office
- How To Delete A Rule

Reducing Junk E-mail And SPAM

- How To Add A Name To The Blocked Senders List
- How To Add A Name To Your Safe Senders List
- How To Add A Name To Your Safe Recipients List
- How To Set The Junk E-mail Filter Options
- How To Mark A Message As Not Junk
- How To Empty The Junk E-mail Folder

Working With Stationery

- How To Apply Stationery To A Message
- How To Set Default Stationery For All New Messages

Working With Voting

- How To Conduct A Vote With Outlook
- How To Respond To A Vote
- How To Track Voting Results
- How To Copy Voting Results To Excel

Creating A Signature

- How To Create A Signature
- How To Edit A Signature
- How To Insert A Signature In An Individual Message
- How To Set A Default Signature In All Messages

Outlook Advanced Course Content

SHARING INFORMATION & COLLABORATING WITH OTHER PEOPLE

Delegating Access To Your Folder

- How To Grant Delegate Access Permission To Someone
- How To Change Permission For Your Delegate
- How To Open And View A Delegated Folder
- How To Open Someone Else's Mailbox To Your Account
- How To Send E-mail On Behalf of Someone Else
- How To Grant Permissions To The Sent Items Folder To The Delegate
- How To Save Sent Items In Another Person's Sent Items Folder

Sharing Your Tasks, Notes And Calendar Information

- How To Share Your Task Information
- How To Share Your Notes
- How To Share Calendar Information
- How To Publish Your Free/Busy Status To The Intranet
- How To Specify When Outlook Will Publish Your Free/Busy Times

Sharing Information With Public Folders

- How To Create A Public Folder
- How To Open A Public Folder
- How To Post Information To A Public Folder
- How To Post A Reply To The Public Folder
- How To Reply To The Person Who Posted Information In A Public Folder
- How To Copy Or Move A File

SHARING INFORMATION WITH OTHER PROGRAMS

Importing And Exporting

- How To Export Outlook Information
- How To Export A Set of Contacts To Microsoft Access
- How To Export Calendar Data To Microsoft Excel
- How To Import Mail And Addresses From Outlook Express
- How To Transfer Contacts To Another Person (Step 1: Export Contacts From Outlook)
- How To Transfer Contacts To Another Person (Step 2: Import Contacts To Outlook)

Linking And Embedding

- How To Create A New Embedded Object In A Message
- How To Create A Linked Or Embedded Object From Part Of An Existing File

CREATING AND CONFIGURING EMAIL ACCOUNTS

Creating Email Accounts In A Single Profile

- How To Setup Outlook To Connect To Your Exchange Server
- How To Add A POP3 Account
- How To Add And Manually Configure A HTTP Account (Hotmail, MSN)
- How To Remove An E-mail Account
- How To Choose An Email Account To Send A Message
- How To Set A Default E-mail Account

Using Multiples Profiles

- How To Create A User Profile
- How To Configure Outlook To Prompt For A Profile To Be Used
- How To Select A User Profile To Use When Outlook Starts
- How To A Set A Default Profile

Changing Email Account Settings

- How To Change A Microsoft Exchange Account
- How To Change A POP3, IMAP, OR HTTP Account
- How To Change Your Display Name In A Message
- How To Change Your E-mail Address
- How To Change Your Email Account Password

ADVANCED FEATURES

Changing Email Settings

- How To Turn On/Off New Email Notifications
- How To Set Options For Sending E-mail
- How To Specify Advanced Options For Sending And Saving E-mail
- How To Specify Options For Receiving New E-mail
- How To Specify Tracking Options

Using AutoArchive

- How To Change The Default AutoArchive Settings
- How To Change The AutoArchive Setting For An

Individual Folder

- How To Archive Items Manually
- How To View The Archive Folder
- How To Restore Archived Items