



COMPLETE COMPUTING, INC.

Course 50042A: Microsoft Outlook 2007

Length – 1 day

Prerequisites

Before attending this course, students must have:

- Basic computer knowledge.

At Course Completion

After completing this course, students will be able to:

- Send, receive, organize, and archive e-mail messages.
- Send documents, spreadsheets, graphics, and other files as message attachments and preview attachments received from other people.
- Schedule events, appointments, and meetings; invite attendees; and reserve conference rooms, projectors, and other managed resources.
- View upcoming appointments and tasks and receive reminders for them.
- Store contact information in a transferable format that easily interacts with the e-mail system.
- Store random bits of information.
- Organize and easily locate information in messages, attachments, calendars, contacts, and tasks.

Course Outline

Module 1: Getting Started with Outlook 2007

This module explains how to configure Outlook to connect to different types of e-mail accounts, create additional Outlook profiles, and personalize an Outlook workspace.

Lessons

- Personalizing Your Outlook Workspace
- Exploring the Advanced Toolbar

Module 2: Managing Contact Information

This module explains how to create contact records, how to organize contacts by using color categories, and how to create an address book.

Lessons

- Working in the Contact Window
- Saving and Updating Contact Information



COMPLETE COMPUTING, INC.

- Organizing Contacts by Using Color Categories
- Creating a Distribution List
- Personalizing an Electronic Business Card
- Creating an Additional Address Book
- Displaying Different Views of Contact Information
- Quickly Locating Contact Information
- Printing Contact Information
- Key Points

Module 3: Sending E-Mail Messages

This module explains how to create and send messages, how to use the various ways to address messages to recipients, and how to send messages with and without attachments.

Lessons

- Working in the Message Window
- Creating and Sending Messages
- Attaching Files to Messages
- Creating and Formatting Business Graphics
- Personalizing the Appearance of Messages
- Adding Signatures to Messages Automatically
- Key Points

Module 4: Handling E-Mail Messages

This module explains how to receive, view, respond to, and process e-mail messages.

Lessons

- Viewing Messages and Message Attachments
- Replying to and Forwarding Messages
- Working with New Mail Notifications
- Creating a Task or an Appointment from a Message
- Printing Messages
- Key Points

Module 5: Managing Your Inbox

This module explains how to filter and find messages by using Instant Search, how to display messages in the Inbox in a variety of arrangements, and how to use search folders.



COMPLETE COMPUTING, INC.

Lessons

- Quickly Locating Messages
- Arranging Messages in Different Ways
- Organizing Messages by Using Color Categories
- Organizing Messages in Folders
- Archiving Messages
- Key Points

Module 6: Managing Appointments, Events, and Meetings

This module explains how to record different types of information in the Outlook calendar, scheduling an appointment and an event on your own calendar and then scheduling a meeting with another person.

Lessons

- Working in the Calendar Item Windows
- Scheduling and Changing Appointments
- Scheduling and Changing Events
- Scheduling, Updating, and Canceling Meetings
- Responding to Meeting Requests
- Key Points

Module 7: Managing Your Calendar

This module explains the different ways to display calendar information, print calendars, and attach calendar information to an e-mail message.

Lessons

- Displaying Different Views of a Calendar
- Defining Your Available Time
- Configuring Outlook for Multiple Time Zones
- Printing a Calendar
- Sending Calendar Information in an E-Mail Message
- Working with Multiple Calendars
- Key Points

Module 8: Tracking Tasks

This module explains the different ways of arranging, organizing, and locating tasks; creating tasks from scratch; and removing tasks from the list by marking them as complete or deleting them.

Lessons



COMPLETE COMPUTING, INC.

- Working in the Task Window
- Displaying Different Views of Tasks
- Creating and Updating Tasks
- Managing Task Assignments
- Removing Tasks from Your Task List
- Key Points

Module 9: Collaborating with Other People

This module explains how to share an Outlook folder containing calendar, e-mail, or other items with another person.

Lessons

- Sharing Your Folders with Other People
- Accessing Other People's Folders

Module 10: Working Away from Your Office

This module explains how to work remotely by accessing an Exchange Server account when the computer is not connected directly to your organization's network and how to ensure that you have up-to-date information when working offline.

Lessons

- Automatically Responding to Messages

Module 11: Customizing and Configuring Outlook

This module explains how to maintain information in Outlook in a secure and organized fashion.

Lessons

- Creating Rules to Process Messages