

Outlook 2007 Essentials



Duration: **1 Day** Course Code: **07-OUTE**

This course is designed to show a user how to effectively use Microsoft Outlook for creating, filing and organising emails, appointments, contacts, notes and the Journal in this powerful business application.

Learning Outcomes

By the end of this course students will be able to navigate effectively around the Outlook Interface, Identify Main Elements as well as new features in Outlook 2007, Create, Reply, Save and Forward Email Messages as well as be able to create and Organise messages into Folders, Configure Email Setting and Understand Options available to them, Work with and Understand how to Save, View Attachments, Use Address Book Contacts and Add additional Outlook items to messages. Apply a Theme to a message or set default options and understand the Drafts Folder, Create/Modify and set Reminders on Appointments, Meetings and Events in your diary. Create and Understand the power of Contacts and Build Distribution Lists to save time when emailing a group, Learn how to generate Tasks and even assign them to other users, add Notes and discover the usage of the Outlook 2007 Journal for tracking your work. Look at how to Print Objects, and customised Toolbars, Menus and the Software to best suit your needs.

Prerequisites

This course is designed for students with a basic or no knowledge of Outlook 2007. Basic computer awareness, keyboard and mouse skills are required.

Getting Started

- What is Microsoft Outlook 2007?

- What's New in Outlook 2007?
- Starting the software and the new Notification Icon
- Interacting with Outlook and it's interface
- Using Menus and Shortcuts Menus
- Keyboard Shortcut Listings
- Enabling/Disabling and Customising Toolbars
- Using Outlook Panes Effectively
- Accessing Help Information Easily

Receiving Email

- A look at different Email Account Types
- Creating/Modifying an Email Account Setting
- Working with Outlook Folders and their usage
- Printing/Saving Messages
- Working with Tabs and Dialog Launchers

Creating Emails Messages

- Replying/Forwarding Messages
- Working with Attachments
- The Attachment Previewer
- Creating New Emails
- Working with the Address Books
- Adding Outlook Items and Hyperlinks to your message
- Applying Themes to your emails
- Using the Drafts Folder

Information Management

- Working with the Calendar
- Creating Appointments
- Modifying Appointments
- Customising Calendar Views
- Working with Contacts
- Creating New Contacts
- Creating Distribution Lists
- Customising Contacts Views
- Working with Tasks
- Creating New Tasks
- Modifying Tasks
- Customising Tasks Views
- Working with Notes
- Creating/Modifying Notes
- Working with the Journal
- Setting Journal Options
- Creating New Journal Entries
- Editing a Journal Entry
- Using the Journal Navigation Pane

Viewing and Printing in Outlook

- Grouping and Changing Views
- Customising the Outlook Screen
- Creating Additional Toolbars
- Customising Drop Down Menus and Commands
- Working with Print Preview
- Navigating through Print Preview
- Printing Outlook Items
- Modifying Printer Properties