

Outlook 2007

Introduction

Target Audience & Purpose

Outlook Introduction is for people new email & also for people who want a tool to help organise their business day. It is a pre-requisite for the Advanced course.

Objectives

By the end of the course participants should be able to:

- Send & read mail messages
- Use the calendar to set appointments
- Organise meetings
- Add contact information
- Add tasks
- Add & view journal entries
- Add notes
- View another user's schedule
- Change display & option settings

Prerequisites

Participants should be already:

- Be competent in using a mouse & keyboard
- Have an understanding of Windows

Inclusions

- Comprehensive step-by-step training manual
- Free telephone support
- Light lunch and refreshments

Exploring Outlook

- Start Outlook
- Use the Outlook Interface
- Change Menu Options
- Display & Hide Toolbars
- Use the Navigation Pane
- Customize the Navigation Pane
- Use the Folder List
- Use the Office Button
- Quick Access Toolbar
- Use the Ribbon
- Use the To-Do Bar
- Use Outlook Today Page
- Exit Outlook

Getting Help

- Use Microsoft Outlook Help
- Use Type a Question for Help
- Work with Office Online Help

Sending & Receiving Messaging

- Use Outlook's E-mail Features
- Use the Mail Pane
- Send a Message
- Perform a Manual Send/Receive
- Read Messages in the Reading Pane & Message Window
- Use a Desktop Alert to Open a Message
- Reading Pane Layout
- AutoPreview
- Address Messages with the Address Book
- Use the Unread Mail Search Folder
- Read Status of a Message
- View Sent Messages
- Reply to a Message
- Forward a Message
- Use the InfoBar

Using Outlook Messaging Features

- Work with Message Formats
- Change the Default Message Format
- Format a Message
- Save a Draft Version of a Message
- Set Message Options
- Set Message Tracking Options
- View the Message Tracking Status
- Recall a Message
- Hide & Display Header Fields
- Print from the Message List
- Print from the Message Window

Working with Components & Office

- Attach a File to a Message
- Use the Attachment Viewer
- Save a File Attachment
- Read an Attachment in Word
- Use Picture Attachment Options
- Use the Office Clipboard
- Insert a Hyperlink into a Message
- Create a Signature
- Select Default Signatures
- Insert a Signature
- Create an Quick Part Entry
- Work with AutoArchive

Organizing Messages

- Arrange & Group Messages
- Sort Messages
- Change Folder Views
- Flag a Message
- Flag a Message with a Reminder
- Create a New Search Folder
- Create a Custom Search Folder
- Create a New Folder
- Move a Message to a Different Folder
- Delete a Folder, Delete a Message
- Empty the Deleted Items Folder
- Recover Deleted Items

Scheduling with the Calendar

- Use the Calendar Pane
- Navigate the Calendar
- Schedule a New Appointment & an Event
- Work with the Daily Task List
- Edit Calendar Items
- Use Calendar Views, Set a Calendar Item as Recurring
- Move Calendar Items
- View Side by Side Calendars
- Use Calendar Overlay Mode
Calendar Snapshots
- Print Calendar Information
- Delete Calendar Items

Managing Meetings

- Schedule a Meeting
- Schedule a Resource for a Meeting
- Accept/Decline Meeting Requests
- Propose a New Meeting Time
- Respond to New Time Proposal
- Track Meeting Responses
- Update & Cancel a Meeting
- Create Group Calendars

Managing Contacts

- Use the Contacts Pane
- Add & Edit a Contact
- Add a Contact's Picture
- Use, E-mail & Receive an Electronic Business Card
- Use the Index
- Flag a Contact for Follow up
- Add a Reminder to a Follow Up
- Categorize a Contact
- Track All Activities for a Contact
- Create & Use a Distribution List
- Print Contacts Information
- Delete a Contact

Working with Tasks

- Use the Tasks Pane
- Add & Edit a Task
- Create a Recurring Task,
- Mark a Task Complete
- Sort Tasks
- Assign a Task to Another Outlook User
- Accept/Decline Tasks
- Indicate Progress of a Task
- Send a Status Report
- View Tasks Assigned to Others
- Print Tasks Information
- View Tasks in the To-Do Bar
- Delete a Task

Working with Notes

- Create, Open, Color
- Print & Delete a Note

Using the Journal

- Create a Journal Entry
- Assign a Contact to a Journal Entry
- Modify Journal Entry Types
- Deleting a Journal Entry

Organizing Outlook Items

- Assign a Category to an Outlook Item
- Modify the Master Category List
- Quick Click Category
- Instant Search
- Use the Query Builder
- Use an Advanced Find
- Use the Ways to Organize Pane
- Use AutoCreate
- View the Reminder Window
- Add & Remove a Field to a View
- Sort Items in a Folder