

# OUTLOOK 2007

## Advanced

### Target Audience & Purpose

Outlook Introduction is for people who have used 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:

- Format messages
- Use the Address Book
- Import and export Outlook data
- Use the Rules Wizard
- Create a folder and form in Outlook
- Customise menus and toolbars in Outlook
- Set Outlook options

### Prerequisites

Participants should be competent users of Outlook 2003 and should already be able to:

- Send and read mail messages
- Use the calendar to set appointments and meetings
- Add contact information, tasks, journal entries and notes

### Inclusions

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

#### Format Outlook Messages

- Insert a File as Text into a Message
- Check Spelling/Grammar as You Type
- Run the Spelling and Grammar Checker
- Apply Character Formatting
- Format Paragraphs
- Create a Bulleted List in a Message
- Apply a Style to a Paragraph
- Find Text in a Message
- Use the Research Task Pane
- Use the Thesaurus
- Change the Message background Color
- Insert a Picture into a Message
- Switch Message Formats
- Use Stationery to Create a Message

#### Use the Address Book

- Work with the Address Book
- Open the Address Book
- Select a Different Address Book
- Create a New Contact Entry
- Copy an Address
- View Entry Properties
- Find an Entry
- Delete an Entry
- Set Address Book Options

#### Work with Rules

- Use Rules
- Create a Rule Based on a Message
- Delete a Rule
- Create a Rule use the Rules Wizard
- Change the Value of a Rule
- Edit a Rule
- Create a Rule Based on a Template
- Manage Alerts
- Use the Out of Office Assistant

#### Work with Offline Settings

- Manage Remote Connections
- Use Cached Exchange Mode
- Switch to an Offline Connection
- Work with the Outbox
- Synchronize Folders
- Modify Send/Receive Settings
- Create a Manual Startup Connection
- Start up Offline
- Define Send/Receive Groups
- Download and Process Headers
- Use Remote Mail

#### Work with the Multiple E-mail Accounts

- Set up Additional E-mail Accounts
- Send Messages from Different Accounts
- Access Mail from Different Accounts
- Create Signatures for Multiple Accounts

#### Work with the Internet

- Enable the Person Name Indicator
- Use the Name Menu
- Add to the Instant Message List
- Send an Instant Message
- Send an Internet Meeting Request
- Use the Microsoft Free/Busy Service
- Adding a Really Simple Syndication Feed
- Publishing a Calendar to Microsoft Office Online

#### Work with Files and Applications

- Import Data into an Outlook Folder
- Export Outlook Data
- Forward a vCard
- Send Outlook Items
- Use Mail Merge with Word

### Work with Folders and Forms

- Use Folder Properties
- Set Home Page Properties
- Set Permissions Properties
- Access Another User's Folder
- Open a Folder in its Own Window
- Create a Personal Folder
- Open an Outlook Data File
- Set Global AutoArchive Properties
- Set Folder AutoArchive Properties
- Use the Mailbox Cleanup Dialog Box
- Archive a Folder, Create a Form
- Use a Form, Manage Form Properties
- Set Up Public Folders, Post a Discussion Item to a Folder

### Customize Views

- Work with Custom Views
- Move a Field in a View, Format a Column in a Tabular View
- Filter a View, Reset a View
- Group Items in a Folder
- Format the Settings for a View
- Format the Settings for Other Views
- Format Multi-line Layouts
- Save a Custom View
- Define a New Custom View
- Use Automatic Format, Use Colours to Organize Messages

### Add Shortcuts to the Navigation Pane

- Work with the Favourite Folders Pane
- Display the Shortcuts Pane
- Create a New Group
- Rename a Group
- Add a Folder Shortcut
- Rename a Folder Shortcut
- Delete a Folder Shortcut
- Delete a Group

### Work with Junk Mail

- Use the Junk E-mail Folder
- Set Junk E-mail Options
- Add to the Junk Filter Lists
- Use Automatic Picture Download Options
- Using E-mail Postmarking
- Use Phishing Protection
- Deal with Junk Mail

### Set Message and Security Options

- Set E-mail Options
- Set a Default Expiration Date
- Read Messages in Plain Text
- Set Default Message Fonts
- Set Read Pane Options
- Change Desktop Alert Settings
- Use Digital Certificates
- Encrypt Messages, View the Trust Centre

### Set Other Outlook Options

- Customize the Outlook Today Page
- Use the Notification Area Menu
- Set Calendar Options
- Show an Additional Time Zone
- Set Tasks Options
- Set Notes Options
- Set Journal Options
- Set General and Startup Options
- Set Reminder Options
- Set Spelling Options
- Set Delegates Options
- Set Mail Services
- Set Manage Forms Options