



Microsoft Outlook 2007 Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows XP: Basic or equivalent experience.</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Explore the Outlook environment; use Outlook's features; use and customize Outlook Today; and use the different help options.</p> <p>Configure different e-mail accounts; use the Inbox to read, create, and send messages; reply to, format, and check spelling of messages; preview, read, and save attachments; and forward, delete, and move messages.</p> <p>Set delivery options for messages, flag messages, set up the read receipt option for messages, specify e-mail security settings, specify options for controlling junk e-mail, set up Search Folders, and print messages.</p> <p>Use the Contacts folder to manage e-mail addresses and create distribution lists; and create, edit, format, and send electronic business cards.</p> <p>Use the Tasks folder to add, edit, and mark tasks; assign tasks; accept or decline a task request; send an update; and track an assigned task.</p>	<p>Create and organize your appointments by using the Calendar; explore Calendar views; modify, edit, and delete appointments; and add multi-day and annual events to the Calendar.</p> <p>Use the Calendar to schedule a meeting, and use the meeting workspace; read and respond to meeting requests; and review, modify, and cancel a meeting</p> <p>Outline:</p> <p>Getting started</p> <p>The program window</p> <p>Outlook Today</p> <p>Getting help</p> <p>E-mail</p> <p>E-mail accounts</p> <p>Reading e-mail messages</p> <p>Creating and sending e-mail messages</p> <p>Working with messages</p> <p>Attachments</p> <p>E-mail management</p> <p>Message options</p> <p>E-mail security</p> <p>Junk e-mail</p> <p>Search folders</p> <p>Printing messages</p>	<p>Contact management</p> <p>Managing contacts</p> <p>Distribution lists</p> <p>Electronic business cards</p> <p>Tasks</p> <p>Working with tasks</p> <p>Managing tasks</p> <p>Appointments and events</p> <p>Creating and sending appointments</p> <p>Modifying appointments</p> <p>Calendar views</p> <p>Events</p> <p>Meeting requests and responses</p> <p>Meeting requests</p> <p>Meeting request responses</p> <p>Managing meeting responses</p>
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