



Microsoft Outlook 2007 Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Outlook 2007 Basic or equivalent experience</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Customize the Outlook environment; customize menus, toolbars, the Quick Access toolbar, the startup folder, the To-Do bar, and Reading pane; create groups and shortcuts; and use and create address books.</p> <p>Customize messages by applying themes, stationery, fonts, and e-mail options; create and use signatures and use an electronic business card as a signature; add voting buttons to messages and respond to messages that include voting buttons; and use the Out of Office Assistant to set up out-of-office notices.</p>	<p>Use Instant Search to search your Inbox, all mail folders, Contacts, Calendar, and Tasks; customize Instant Search and use Advanced Find; use filters to find messages that meet certain criteria; use categories to group messages; apply categories to contacts, appointments, meetings, and tasks; create a custom category; and sort and search using categories.</p> <p>Create a personal folder and a subfolder; move, rename, delete, and restore a subfolder; open and close a personal folder; move messages between folders; create and use public folders; secure a public folder; post, edit, and delete items in a public folder; delete a public folder; and use offline folders and Cached Exchange mode.</p> <p>Use arrangements to sort and group messages; manage and organize the Inbox by using the Organize page and rules; and use the Rules Wizard to set rules for messages.</p>	<p>Outline:</p> <p>Customizing Outlook</p> <p>The Outlook environment</p> <p>Groups and shortcuts</p> <p>Address books</p> <p>Customizing messages</p> <p>Customizing message appearance</p> <p>Signatures</p> <p>Voting buttons</p> <p>Out-of-office messages</p> <p>Organizing items</p> <p>Instant and advanced search</p> <p>Filters</p> <p>Categories</p> <p>Folders</p> <p>Personal folders</p> <p>Public folders</p> <p>Offline folders</p> <p>Organizing Mail</p> <p>Organizing the Inbox folders</p> <p>Organizing folders</p> <p>Setting rules</p>
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