



Microsoft Outlook 2007 Level 3

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Excel 2007: Basic or equivalent experience</p>	<p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Create and work with data files, check the mailbox size, manage and archive old messages, and specify where a copy of a sent message is kept.</p> <p>Create, forward, and customize notes; create automatic and manual Journal entries; and open and modify Journal entries.</p> <p>Use the Calendar to schedule meetings and book meeting resources; create group schedules and send a meeting request to a Calendar group; share contact information; and import Excel data into Contacts.</p> <p>Share your folders and permit access to your Inbox; share your Calendar and publish and subscribe to Internet Calendars; send a meeting request and create a Meeting Workspace for the meeting; and work with RSS feeds.</p> <p>Change the default appearance of messages by using templates, and create and use forms.</p>	<p>Outline:</p> <p>Mailbox</p> <p>Managing data files Managing your mailbox</p> <p>Notes and Journal folders</p> <p>The Notes folder The Journal folder</p> <p>Calendar and Contacts</p> <p>The Calendar Group schedules The Contacts folder</p> <p>Collaboration features</p> <p>Sharing your folders Sharing Calendars SharePoint integration RSS feeds</p> <p>Templates and forms</p> <p>Working with templates Working with forms</p> <p>Appendix A: Business Contact Manager</p> <p>Using Business Contact Manager</p>
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