

Course overview:

Outlook 2007 Level 3



Overview and objectives

This one-day course builds on the skills and concepts taught in Outlook 2007: Intermediate. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

Target audience

The target student for this course should know the basics of using Microsoft Outlook 2007. You will get the most out of this course if your goal is to learn advanced techniques for managing the mailbox, create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Outlook 2007: Basic and Outlook 2007: Intermediate.

Course objectives

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.

Create, forward, and customize notes; create automatic and manual Journal entries; and open and modify Journal entries.

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.

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.

Change the default appearance of messages by using templates, and create and use forms.

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Course contents

Mailbox • Managing data files • Managing your mailbox

Notes and Journal folders • The Notes folder • The Journal folder

Calendar and Contacts • The Calendar • Group schedules • The Contacts folder

Collaboration features • Sharing your folders • Sharing Calendars • SharePoint integration • RSS feeds

Templates and forms • Working with templates • Working with forms

Business Contact Manager • Using Business Contact Manager