

Course overview:

Outlook 2007 Level 1



Overview and objectives

This one-day course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Target audience

The target student for the course is an individual who wants to learn the basic features of Outlook 2007 to create and use messages, appointments, tasks, and other Outlook items.

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 Windows XP: Basic course (or Windows Vista: Basic) or have equivalent experience.

Course objectives

Explore the Outlook environment; use Outlook's features; use and customize Outlook Today; and use the different help options.

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.

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.

Use the Contacts folder to manage e-mail addresses and create distribution lists; and create, edit, format, and send electronic business cards.

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.

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.

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.

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Course contents

Getting started • The program window • Outlook Today • Getting help

E-mail • E-mail accounts • Reading e-mail messages • Creating and sending e-mail messages • Working with messages • Attachments

E-mail management • Message options • E-mail security • Junk e-mail • Search folders • Printing messages

Contact management • Managing contacts • Distribution lists • Electronic business cards

Tasks • Working with tasks • Managing tasks

Appointments and events • Creating and sending appointments • Modifying appointments • Calendar views • Events

Meeting requests and responses • Meeting requests • Meeting request responses • Managing meeting responses