



Microsoft Outlook 2007: Intermediate

Overview: This course is designed for experienced Outlook users who wish to customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Prerequisites: Outlook 2007 Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

Lesson 2: Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others That You will be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

- Automatically Record a Journal Entry
- Manually Record a Journal Entry
- Modify a Journal Entry

Lesson 4: Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Lesson 5: Sharing Folder Information

- Specify Folder Permissions
- Access Another User's Folder
- Send Calendar Information in an Email Message
- Delegate Access to Folders

Lesson 6: Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page



Lesson 7: Locating Outlook Items

Sort Messages Using Multiple Criteria

Find Messages

Find Outlook Items Using Multiple Criteria

Filter Messages

Organize Messages

Manage Junk Email

Lesson 8: Working with Public Folders

Create a Public Folder

Add Users to a Public Folder

Post Information in a Public Folder

Send an Email Message to a Public Folder