

OUTLOOK 2007 E-MAIL

1/2 DAY

WHO SHOULD ATTEND

Those with little or no experience using Microsoft Outlook who are involved with the following:

- ◆ Creating, sending, and responding to messages
- ◆ Using the Global and Personal Address Books
- ◆ Modifying status of messages
- ◆ Creating Auto Signatures

PREREQUISITES

A working knowledge of skills outlined in the courses Introduction to Windows or Introduction to Macintosh OS is recommended.

COURSE OBJECTIVE

This instructor-led, 1/2 day course is designed to teach the student the basics of Outlook, a powerful and popular full-featured information management program, with a focus on e-mail.

WHAT STUDENTS RECEIVE

Students receive their own Student Manual as well as class exercise files when necessary. We strongly suggest these materials be used for review to further internalize concepts as well as for post-class reference.

NEXT CLASS

We recommend the student enroll in the full day Outlook Introduction class as well as Outlook Advanced to learn more advanced features and concepts such as the Calendar, the Task Folder, and Meetings.

SKILLS LEARNED

- ◆ Examine the Inbox, Calendar, Mail, and Task Folders
- ◆ Outlook Today feature
- ◆ Review menus, toolbars, and shortcuts
- ◆ Examine default option settings
- ◆ Using Office Assistant and customizing Outlook
- ◆ Create and send messages by using the New Message form
- ◆ Changing the appearance of messages by using formatting techniques
- ◆ Using Microsoft Word as the e-mail editor
- ◆ Responding to messages and saving an attachment
- ◆ Using the Reply and Forward buttons
- ◆ Using the Global Address Book
- ◆ Using the Personal Address Book
- ◆ Creating, using, and editing distribution lists
- ◆ Examining print options
- ◆ Customizing most aspects of the inbox
- ◆ Modify the status of an unread message
- ◆ Flag a message
- ◆ Use voting buttons
- ◆ Tracking messages
- ◆ Create and edit Signatures by using the Signature Picker
- ◆ Create and edit Signatures using Microsoft Word as the e-mail editor

COURSE OUTLINE

LESSON 1: Getting Started with Outlook

- ◆ Examine the overall features and components of Outlook
- ◆ Identify features of Outlook Today by examining the Calendar, Mail and Task folders
- ◆ Customizing the Outlook environment

LESSON 2: Using E-mail

- ◆ Create and send messages by using the New Message form
- ◆ Formatting techniques
- ◆ Responding to messages and saving an attachment
- ◆ The Address Books
- ◆ Distribution lists
- ◆ Customizing the Inbox

LESSON 3: Message Handling Options

- ◆ Responding to and modifying messages
- ◆ Set message options using the Message Options dialog box
- ◆ Insert a message and a file as text into a New Message form
- ◆ AutoSignatures