

## MICROSOFT OUTLOOK 2007 ADVANCED

### WHO SHOULD ATTEND

Those who have taken the Outlook Introduction course and wish to expand their skills of the following:

- ◆ Optimization & Maintenance of Outlook
- ◆ Advanced mail topics
- ◆ Arranging and viewing mail messages
- ◆ Creating folders and customization techniques
- ◆ Advanced calendar, contacts, journal, and task topics

### PREREQUISITES

A working knowledge of skills outlined in the course Outlook Introduction is recommended.

### COURSE OBJECTIVE

This instructor-led, full day course is designed to teach the student concepts of Outlook, a powerful and popular full-featured information management program, with a focus on e-mail, calendar, tasks, and contacts.

### 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 Word series to learn about word-processing or the Excel series for spreadsheets.

### SKILLS LEARNED

- ◆ Scheduling a meeting with a distribution list
- ◆ The e-mail editor
- ◆ Adjusting/Setting time zones
- ◆ Auto Archive properties
- ◆ Compacting files
- ◆ The Inbox assistant
- ◆ AutoSignatures
- ◆ Accessing E-mail from home using a web browser
- ◆ Messages and views
- ◆ Defining, modifying, deleting views
- ◆ Multiple windows in Outlook
- ◆ Creating tasks and recurring tasks
- ◆ Deleting, moving, assigning, and tracking tasks
- ◆ Adding and deleting shortcuts
- ◆ Creating, moving, and changing Group Names
- ◆ Changing the name of a group
- ◆ Moving, and deleting messages to folders
- ◆ Comparison of Outlook Bar to folder list
- ◆ Importing an address list from a WordPerfect file
- ◆ Global changes to Contact list
- ◆ Customizing the monthly calendar for viewing and printing
- ◆ Setting permissions
- ◆ Displaying and viewing the journal
- ◆ Opening Journal entries
- ◆ Identify and change journal views
- ◆ Observe journal settings in the options dialog box
- ◆ Automatically record journal entries from the contact form

### COURSE OUTLINE

#### LESSON 1: Optimization & Maintenance of Outlook

- ◆ Using Word or Outlook as the e-mail editor
- ◆ Protecting personal folders

#### LESSON 2: Advanced Mail Topics

- ◆ Creating rules for the Inbox Assistant & Out of Office Assistant
- ◆ Creating, editing, deleting an AutoSignature with different editors

#### LESSON 3: Arranging and Viewing Mail Messages

- ◆ Sorting, finding, and filtering messages
- ◆ Defining custom views

#### LESSON 4: Managing Tasks

- ◆ All about tasks
- ◆ Assigning and tracking tasks

#### LESSON 5: Customizing the Outlook Bar & Folders

- ◆ Customizing the Outlook Bar
- ◆ Creating, using sub-folders

#### LESSON 6: Advanced Contacts Topics

- ◆ Importing and Exporting Contacts
- ◆ Create form letters and mailing labels with Contacts

#### LESSON 7: Advanced Calendar and Journal Topics

- ◆ Customizing calendar views
- ◆ Displaying and viewing the journal