

Duration 1 day

Pre Requisites

No previous experience in using Outlook is required in this programme. It is assumed, however, that you have:

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment

Objectives

After participating in this programme, you will be able to:

- Send, receive and respond to mail messages
- Manipulate and manage mail messages
- Schedule appointments, events and meetings
- Set up and maintain a contact and task list
- Create notes

Further Learning

Outlook 2007 Advanced

Course Content

Outlook Toolbars

- Standard Menu Bar
- Context Sensitive Toolbar (The Ribbon)
- Quick Access Toolbar

Outlook Environment (Outlook Navigation)

- Working with the Navigation pane
- To Do Bar
- Outlook application window

Email Basics

- Create and sending Email messages
- Open; Reply; Forward mail items
- Working with attachments
- Deleting messages
- Restoring a deleted mail message
- Emptying the recycle bin

Manipulating and Managing Mail Messages

- Creating a new mail item folder
- Moving a mail message into a folder
- Searching for specific mail messages

Calendar (Basics)

- Changing calendar views
- Date navigator
- Printing calendar; selecting print styles

Calendar (Setting up an Appointment)

- Entering calendar appointments
- Editing and deleting an appointment
- Adding reminders to the appointment

Calendar (Scheduling Meetings)

- Invite attendees to appointments
- Processing the meeting responses
- Updating existing meetings
- Cancelling appointments

Calendar (Events)

- Adding an event to the calendar
- Editing the events

Contacts

- Entering a new contact
- Creating a new email to a contact
- Printing the contact list

Tasks

- Adding a task to the task list
- Updating task information
- Using the task views

Journal

- Entering journal entries manually
- Setting the Journal to automatically record office activities

Notes

- Creating and saving a note
- Forwarding a note

Additional Outlook features