

Outlook 2007 © Intermediate



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is designed for users who are keen to how to use some of the more advanced aspects of Microsoft Outlook 2007 ©, including organising email messages, restricting junk email, scheduling meetings, creating and managing task requests, and the like.

LEARNING OUTCOMES

The user will learn more advanced features to manage and organise e-mail, schedule meetings with colleagues, manage contact information, and create task requests for others to perform.

Editing Messages

- Copying Text within a Message
- Copying Text between Messages
- Copying From another Source
- Deleting Text
- Removing an Attachment

Organising Messages

- Creating a Message Folder
- Moving Messages
- Copying Messages
- Deleting Messages
- Recovering Messages
- Working with Favourite Folders
- Deleting Message Folders
- Recovering Deleted Folders
- Emptying Deleted Items
- Archiving Messages
- Recovering Archived Messages

Searching

- Using Instant Search
- Expanding the Search
- Search Query Syntax
- Search Query Syntax Dates and Size
- Using Recent Searches
- Searching the Desktop
- Search Options
- Searching Other Outlook Items
- Using a Search Folder
- Adding a Predefined Search Folder
- Customising Predefined Search Folders
- Creating a Custom Search Folder

Working with Views

- Using a Custom View
- Arranging Messages within a View
- Sorting Messages within a View
- Working with Columns in a View
- Formatting Columns in a View
- Creating a Custom View
- Adding a Filter to a Custom View
- Deleting a Custom View

Colour Categories

- Creating a New Colour Category
- Assigning a Colour Category
- Assigning a Quick Click Category
- Finding Messages with Categories
- Removing Categories from Messages
- Deleting a Colour Category

Working with Rules

- About Rules
- Creating a New Rule from a Template
- Selecting the Rule Conditions
- Selecting the Rule Actions
- Selecting the Rule Exceptions
- Naming and Reviewing the Rule
- Testing the Rule
- Managing Existing Rules
- Deleting a Rule

Email Techniques

- Effective Email Management
- Recalling a Sent Message
- Printing a Message
- Printing a Message List
- Message Formats
- Changing the Message Format
- Choosing Themes or Stationery
- Applying a Theme or Stationery to a Message
- Turning Themes or Stationery Off
- Applying an Office Theme
- Saving a Message Draft
- Using a Saved Message
- Sending a Voting Message
- Responding to a Voting Message
- Tracking Voting Responses
- Configuring Send and Receive

Appointments and Events

- Scheduling a Meeting
- Scheduling an Appointment using Click To Add
- Scheduling Using the Appointment Window
- Rescheduling an Appointment to Another Day
- Creating Recurring Appointments
- Changing Recurring Appointments
- Printing your Calendar
- Scheduling Free and Busy Times
- Categorising Activities
- Deleting Activities

Scheduling Meetings

- Scheduling a Meeting
- About Meeting Response Options
- Responding to Meeting Requests
- Tracking Meeting Responses
- Changing a Meeting
- Adding or Removing Attendees
- Preventing Responses
- Cancelling a Meeting
- The Scheduling Assistant
- Using the Scheduling Assistant
- Viewing Calendars Using Group Schedules
- Saving a Calendar as a Web Page

Managing Contacts

- Emailing a Contact
- Adding a Contact from an Email
- Sending an Electronic Business Card
- Receiving an Electronic Business Card
- Creating a Distribution List
- Using a Distribution List
- Using a Partial Distribution List
- Deleting Members from a Distribution List
- Setting Contact Activity Options
- Manually Recording Contact Encounters
- Recording Timed Encounters
- Reviewing Contact Encounters

Task Requests

- How Task Requests Work
- Creating a Task Request
- Responding to a Task Request
- Completing an Assigned Task
- Viewing Updated Task Requests