

Outlook 2007 Introduction



Sutherland
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Services

Learning outcomes

The skills and knowledge acquired in Microsoft Outlook 2007 Module 1 will enable you to use the key features to manage your e-mail, schedule your appointments, and keep track of your contact information.

Target audience

Microsoft Outlook 2007 Module 1 is designed for users who are keen to send and retrieve email, schedule appointments and events, and add contact information.

The course will cover the following topics

Outlook 2007 Basics

- Understanding Outlook 2007
- Starting Outlook
- Common Outlook 2007 Screen Elements
- Going To Outlook Features
- Navigating To Outlook Features
- The Navigation Pane
- The To-Do Bar
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Understanding Email
- The Outlook Today Screen
- Exiting Outlook

Sending Email

- Email In Outlook
- How Outlook Mail Works
- Composing An Email Message
- The Message Window
- Creating A New Message
- Checking The Spelling
- Adding An Attachment To A Message
- Adding Importance
- Requesting Message Receipts
- Sending The Message
- Creating An AutoSignature
- Using An AutoSignature
- Removing An AutoSignature
- Sending A Courtesy Copy
- Sending A Blind Copy

Receiving Email

- Understanding The Inbox
- Accessing The Inbox
- Retrieving Email
- Opening An Outlook Data File
- Adjusting The Message View
- Viewing Messages In Groups
- Reading Messages
- Opening Several Messages
- Navigating Within A Message
- Finding Related Messages
- Replying To A Message
- Replying To All Messages
- Replying Without The Original Message
- Adding Comments To Replies

- Getting Replies Sent To Another Address
- Forwarding Messages
- Marking Messages As Unread

Working With Attachments

- Understanding Message Attachments
- Inserting A File Attachment
- Attaching Other Outlook Items
- Previewing Attachments
- Saving A Message Attachment
- Opening A Message 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

Flagging Messages

- Flagging Messages In A Message List
- Sending A Message With A Flag
- Adding A Quick Click Flag
- Adding A Reminder To Your Messages
- Removing A Flag

Junk Email

- Spamming And Junk Email
- Phishing And Junk Email

- Understanding Junk Email Options
- Marking Messages As Junk Mail
- Marking Messages As Safe
- Managing The Senders Lists
- Importing A Blocked Senders List
- Exporting A Blocked Senders List
- Deleting Junk Email

Working With The Calendar

- Accessing The Calendar
- Changing Calendar Components
- Displaying Specific Dates
- Navigating Within A Calendar
- Changing The Current View
- Creating A Second Time Zone
- Removing A Time Zone
- Creating A New Calendar
- Deleting A Calendar
- Working With Multiple Calendars

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

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Ph: 0419 797 932 Email: info@sutherlandcomputers.com.au

Web: www.sutherlandcomputers.com.au

Contacts

- Understanding The Contact Form
- Understanding Electronic Business Cards
- Viewing Your Contacts
- Creating A New Contact
- Entering Contact Details
- Editing Contact Details
- Inserting A Contact Picture
- Adding Contacts For An Existing Company
- Changing A Business Card Layout
- Deleting An Unwanted Contact
- Recovering A Deleted Contact
- Printing Contact Details

Tasks

- Viewing Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing A Task List

Concluding Remarks

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