

Outlook 2007 © Introduction



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course designed for users who are keen to send and retrieve email, schedule appointments and events, as well as adding contact information.

LEARNING OUTCOMES

The skills and knowledge acquired in Microsoft Outlook 2007 © Introduction will enable the learner to use the key features to manage their e-mail, schedule their appointments, and keep track of their contact information.

Outlook 2007 Basics

- Starting Outlook
- Common Outlook 2007 Screen
- 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

Sending Email

- Email in Outlook
- How Outlook Mail Works
- Composing an Email 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 Cc and Bcc

Receiving Email

- 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 Original Message
- Adding Comments to Replies
- Forwarding Messages
- Marking Messages as Unread

Working with 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
- Search Options

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
- 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

Tasks

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

Working with the Calendar

- Accessing the Calendar
- Changing Calendar Components
- Displaying Specific Dates
- 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
- 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
- Adding or Removing Attendees
- Preventing Responses
- Cancelling a Meeting
- The Scheduling Assistant
- Using the Scheduling Assistant
- Group Schedules
- Saving a Calendar as a Web Page

Contacts

- Understanding the Contact Form
- Electronic Business Cards
- Viewing your Contacts
- Creating a New Contact
- Entering Contact Details
- Editing Contact Details
- Inserting a Contact Picture
- Contacts for an Existing Company
- Changing a Business Card Layout
- Deleting an Unwanted Contact
- Recovering a Deleted Contact
- Printing Contact Details