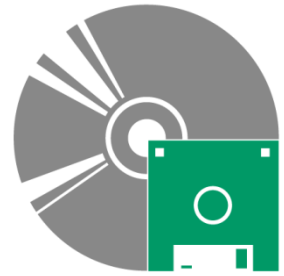


Microsoft Office 2007

Outlook 2007 1-Day Intermediate Course

Contents



ashbee
COMPUTER
SERVICES

The topics listed below are covered in a standard Microsoft Outlook 2007 Intermediate Course. On request, we will tailor client specific intermediate courses to meet your requirements, please contact us for further details.

COURSE OUTLINE

Managing your Mailbox

- Find messages and items with Instant Search
- Set search folders
- Manage old and large emails
- Advanced filters
- Set primary address lists
- Archive mail
- Archive properties
- AutoComplete Email addresses
- Remove AutoComplete email addresses
- Create an email template

Signatures and electronic business cards

- Create an electronic business card
- Create multiple signatures in Outlook Tools Options
- Add an electronic business card to an email signature
- Add a picture to an email signature
- Create a signature in an email

Inbox Rules

- Create and delete Out of Office Assistant rules
- Create and delete permanent Inbox rules and alerts
- Add inbox rules from received emails

Delegate Access

- Assign and delete delegate permissions
- Colour code delegate appointments

Contacts

- Distribution List limitations
- Add, modify and delete distribution lists
- Email contacts and distribution lists to colleagues
- Save contacts and distribution lists from received emails
- Create additional contacts folders
- Remove contacts address books
- Sharing contacts
- Contact permissions
- Accessing other contacts

Calendar

- Create and view tasks
- Sharing calendars
- Calendar permissions
- Accessing other calendars
- Email a calendar snapshot
- Meeting requests
- Group schedules

Outlook 2007 Help Options

Who Should Attend

Experienced users of Outlook 2007 or those who want to increase or consolidate their knowledge of the software. This is a one day course. Previous knowledge of using Outlook to the level of our Introduction course is assumed.