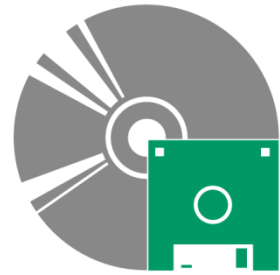


Microsoft Office 2007

Outlook 2007 1-Day Introduction

Course Contents



ashbee
COMPUTER
SERVICES

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

Course Outline

Outlook Opening Screen

- Navigation Pane
- Menus and Toolbars
- Outlook Today

Mail Folders

- Favourite Folders
- Mail Items
- Reading Pane
- To Do Bar

Send Email Messages

- Create a new email
- Email ribbon interface
- Quick Access toolbar
- Set mail format
- Message Options: Importance, Sensitivity, Follow up flags
- Tracking Options, Delivery Options
- Sending Messages with Attachments
- AutoComplete E-Mail Addresses

Receiving Email Messages

- Reply to and forward messages
- Open received attachments
- Delete messages

Mail Folder Views

- Applying views, filtering emails,
- Reading Pane options
- Navigation Pane options
- To Do Bar options

Managing your Mailbox

- Create a signature
- Out of Office Assistant

Contacts

- Open Contacts
- Create a Contact
- Delete a Contact
- Add Contacts from Received Emails

Calendar

- Calendar views
- Create an appointment
- Create an event
- Categorise appointments or events
- Delete appointments or events
- Create and delete recurring appointments

Outlook 2007 Help Options

Who Should Attend

New users of Outlook 2007 or existing users who want to update their knowledge of the software from previous versions. This is a one day course. Previous knowledge of Windows and the use of a mouse are assumed.