

Microsoft Outlook 2007 Module 1

General Description	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.
Learning Outcomes	At the completion of Microsoft Outlook 2007 Module 1 you should be able to: <ul style="list-style-type: none">• start Outlook 2007 and navigate around the various features• create and send email messages• receive emails in your Inbox• competently work with file and item attachments within email messages• organise and work with mail folders• use the search facilities to locate email messages• work with message flags and reminders• work effectively with junk email• work with the Calendar feature in Outlook• schedule appointments and events in your calendar• schedule meetings using Microsoft Outlook• create and work with contacts• create and work with tasks
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.
Prerequisites	Microsoft Outlook 2007 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	168 pages
Approx* Duration	28.0 hrs
Course Disk	Many of the topics in Microsoft Outlook 2007 Module 1 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF725.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, February 19, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Microsoft Outlook 2007

Module 1

Contents

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
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Receiving Email

- Understanding The Inbox
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- Retrieving Email
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- Reading Messages
- Opening Several Messages
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- Replying To All Messages
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- Adding Comments To Replies
- Getting Replies Sent To Another Address

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Working With Attachments

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Organising Messages

- Creating A Message Folder
- Moving Messages
- Copying Messages
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- Working with Favourite Folders
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- Recovering Deleted Folders
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Searching

- Using Instant Search
- Expanding the Search
- Search Query Syntax
- Search Query Syntax – Dates and Size
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- Searching Other Outlook Items
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- 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

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Junk Email

- Spamming And Junk Email
- Phishing And Junk Email
- Understanding Junk Email Options
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- Marking Messages As Safe
- Managing The Senders Lists
- Importing A Blocked Senders List
- Exporting A Blocked Senders List
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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
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- 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
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- 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

Your supplier is:

Product Information



Using The Scheduling Assistant
Viewing Calendars Using Group
Schedules
Saving A Calendar As A Web
Page

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

Your supplier is:

Product Information