

Microsoft Outlook 2007 Level 1

General Description	The skills and knowledge acquired in Microsoft Outlook 2007 Level 1 are sufficient to be able to manage your e-mail, schedule your appointments, and keep track of your contact information.
Learning Outcomes	At the completion of Microsoft Outlook 2007 Level 1 you should be able to: <ul style="list-style-type: none">• gain an overview of the benefits of email• 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• work with message flags and reminders• work effectively with junk email• work with the Calendar feature in Outlook• create and work with contacts• create and work with tasks
Target Audience	Microsoft Outlook 2007 Level 1 is designed for users who are keen to know how to send and retrieve email, schedule appointments and events, and add contact information.
Prerequisites	Microsoft Outlook 2007 Level 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	122 pages
Approx* Duration	20.3 hrs
Course Disk	Many of the topics in Microsoft Outlook 2007 Level 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 INF726.
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.*



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Contents

Email Concepts

- Email Addresses
- The Benefits Of Email
- Spamming
- Email Etiquette
- Digital Signatures
- Digital Signatures

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

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

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