

Introduction to Outlook 2007 for Windows

Get Started Here

Microsoft Outlook is a desktop information manager. It is part of the Microsoft Office suite.

One-on-One Personal Computer Training provides a comprehensive introduction to Outlook 2007 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to Outlook. It covers the essential features people need in day-to-day use of Outlook.

At the end of the course, the student will be able to:

- Understand the purpose and terminology of Outlook
- Work with Outlook's views, screen features and Help
- Send and receive email messages
- Format, save and resend messages
- Customise Outlook to suit your needs
- Work with Outlook's calendar, tasks, contacts, notes and journal
- Manage, preview and print Outlook items
- Take advantage of folders, address books, categories, filters, sorting and grouping
- Plan meetings
- Increase productivity with Outlook

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 1 (1-Day Course)

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

Level 2 (1-Day Course)

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
- Expanding the Search
- Search Query Syntax
- Search Query Syntax – Dates and Size
- Using Recent Searches
- Searching The Desktop
- Search Options
- Searching Other Outlook Items
- Using A Search Folder
- 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
- 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

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
- Categorising Activities
- 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

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
- 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

Prerequisites

Students should already be familiar with PCs and Windows.

Enquiries

Telephone - 07 4728 5582

Fax - 07 4728 5905

