

Outlook 2007 - Basic	
Overview	Students will learn the basic concepts and skills necessary to begin using Outlook 2007.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge. No prior experience with Outlook 2007 is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Explore the Outlook environment; use Outlook's features; use and customize Outlook Today; and use the different help options. • Use the Inbox to read, create, and send messages; reply to, format, and check spelling of messages; preview, read, and save attachments; and forward, delete, and move messages. • Set delivery options for messages, flag messages, set up the read receipt option for messages, specify options for controlling junk e-mail, set up Search Folders, and print messages. • Use the Contacts folder to manage e-mail addresses and create distribution lists; and create, edit, format contacts. • Use the Tasks folder to add, edit, and mark tasks; assign tasks; accept or decline a task request; send an update; and track an assigned task. • Create and organize your appointments by using the Calendar; explore Calendar views; modify, edit, and delete appointments; and add multi-day and annual events to the Calendar. • Use the Calendar to schedule a meeting, read and respond to meeting requests; and review, modify, and cancel a meeting.

Topics covered in the comprehensive manual

Getting started

The program window
Outlook Today
Getting help

E-mail

E-mail accounts
Reading e-mail messages
Creating and sending e-mail messages
Working with messages
Attachments

E-mail management

Message options
E-mail security
Junk e-mail
Search folders
Printing messages

Contact management

Managing contacts
Distribution lists
Electronic business cards

Tasks

Working with tasks
Managing tasks

Appointments and events

Creating and sending appointments
Modifying appointments
Calendar views
Events

Meeting requests and responses

Meeting requests
Meeting request responses
Managing meeting responses