

Outlook 2007: Advanced

1 Day

Prerequisites

- MS Outlook 2007 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Advanced Organization Tools

Lesson 1.1: Managing Folders

- Creating Folders
- Renaming Folders
- Moving and Deleting Folders
- Moving Messages to Folders

Lesson 1.2: Mail Management Tools

- Creating a Simple Rule
- Using the Rules and Alerts Wizard
- Using the Organize Pane

Lesson 1.3: Security Tools

- Using the Junk E-Mail Filter
- About the Phishing Filter
- About Automatic Downloads
- Applying Blocked and Safe Senders Lists

Lesson 1.4: Instant Search

- Installing Instant Search
- Using the Instant Search Menu
- Performing an Instant Search
- Using the Query Builder

Lesson 1.5: Search Folders

- About Search Folders
- Creating Search Folders
- Customizing Search Folders
- Using Search Folders
- About Favorite Folders
- About Shortcut Groups

Lesson 1.6: Finding Items in Outlook

- Opening Advanced Find
- Using Advanced Find
- Finding Contacts

Section 2: Using E-Mail Features

Lesson 2.1: Mail Formats

- Switching Between Formats
- About Plain Text
- About Rich Text Format
- About Hyper Text Markup Language (HTML)

Lesson 2.2: Signatures and Stationery

- Creating A Signature
- Editing a Signature
- Setting Signature Options
- Using Signatures
- Setting Themes
- Using Stationery

Lesson 2.3: Changing Message Options

- Setting Message Priority
- Marking a Message for Follow-Up
- Showing and Hiding Fields
- Working with Multiple E-Mail Accounts
- Requesting Delivery and Read Receipts

Lesson 2.4: Advanced Message Options

- Adding Voting Options
- Changing the Reply-To Address
- Delaying Delivery
- Saving Your Message outside Sent Items

Section 3: Advanced Information Management Tools

Lesson 3.1: Advanced Calendar Options

- Using the Time Zone Feature
- Creating Recurring Appointments
- Setting Calendar Options
- Adding Holidays to Your Calendar

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Lesson 3.2: Advanced Task Options

- Creating Recurring Tasks
- Assigning Tasks
- Sending a Status Report
- Marking a Task as Private
- Changing Task Options

Lesson 3.3: Advanced Contact Management Options

- Showing Additional Fields
- Marking a Contact as Private
- Using the Communicate Chunk
- Sending a Contact as a Business Card

Lesson 3.4: Advanced Mail Options

- Setting E-Mail Options
- Setting Mail Editor Options
- Customizing the Navigation Pane
- Customizing the Reading Pane
- Customizing the To-Do Bar

Section 4: Advanced Topics

Lesson 4.1: Using Categories

- Setting up Categories
- Assigning a Category to an Item
- About Quick Click
- Creating Category Search Folders
- Upgrading Categories
- Using Categories in a View

Lesson 4.2: Linking Items

- Linking Files
- Linking Outlook Items
- Linking a Business Card to an Outlook Item
- Using the Journal to Link Items

Lesson 4.3: Custom Forms

- Creating Custom Forms
- Publishing Custom Forms
- Using Custom Forms
- Applying Custom Forms to Existing Items
- Using the Form Cache

Lesson 4.4: Publishing Your Calendar

- Publishing Your Calendar
- Searching for Calendars Online
- Opening another User's Calendar
- Using Overlay Mode
- Saving Your Calendar

Appendix A: Understanding E-Mail Accounts

E-Mail Accounts Overview

- Setting up Your E-mail Account
- Overview of E-mail Account Types
- Setting Send/Receive Options