



OUTLOOK 2007

ALL FEATURES

COURSE CODE : OL207ALL DURATION : 1 DAY

COURSE AIMS

This course is designed to give users all the features of Outlook to be able to manage their email effectively, manage contacts, book appointments and schedule meetings, use tasks and be able to customize the Outlook environment to meet their requirements so they can easily locate important information

DELEGATE PRE-REQUISITES

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Outlook is required.

COURSE OUTLINE

THE OUTLOOK WORKPLACE

- Navigation Pane
- To Do Bar
- Reading Pane

USING CONTACTS

- Adding / Editing New Contacts
- Extracting contact details from an Email
- Adding New Contact from Same Company
- The Views
- Quick Email from Contacts
- Adding / Editing Distribution Lists
- Printing Options
- Contact Folder Management

USING EMAIL

- Creating & Sending a Message
- Formatting Options using Word 2007
- Requesting Delivery / Read Receipts
- Using Voting Buttons
- Delaying Delivery
- Inserting Attachments
- Flag Options within Email
- Adding Signatures
- Using Themes

MAKING MAIL WORK FOR YOU

- Managing your Inbox Effectively
- Using the Search Options
- Favourite Folders
- The Mail Folders
- Folder Management
- Using Flags
- Saving Attachments
- Autocreating Tasks / Calendar Appointments from Emails

USING THE CALENDAR

- The Outlook Calendar Window
- The Views
- Moving around the Calendar
- Creating / Editing an Appointment
- Using Events
- Reminders
- Recurring Appointments
- Categorising Options
- Adding an Attachment or Object to an Appointment
- Using the Search Options
- Marking Appointment as Private

SCHEDULING MEETINGS USING CALENDAR

- Inviting people to a Meeting
- Using Autopick
- Managing Responses
- Cancelling / Rescheduling a Meeting

TASKS

- The Outlook Tasks Window
- Creating / Editing a Task
- Reminders
- Categorising Options
- Adding an Attachment or Object to an Appointment
- Recurring Tasks
- Autocreating a Task
- The To Do Bar
- Task Folder Management
- Assigning Tasks
- Completing Tasks

USING OUTLOOK TODAY



FAST TRACK
COMPUTER TRAINING