



MS Outlook 2007 Essentials



Course Length: 1.0 days

This course is designed for individuals with a basic understanding of Microsoft Windows who need to use Microsoft Outlook 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks and use notes. In addition, this course helps prepare participants to take the Microsoft Certified Applications Specialist certification for Outlook.

This Microsoft Outlook 2007 Essentials training course will teach participants how to open and close Outlook, use the Outlook interface, including the new backstage view, set up an e-mail account, view the inbox, send and receive messages and much more!

This training course is now available in Hong Kong.

This Microsoft Outlook 2007 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

Outlook 2007 Essentials Course Outline

Foreword:

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organized. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

Outcomes:

- Open & Close Outlook
- Use the Outlook Interface, including the new Backstage view
- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- View messages
- Use Quick Steps
- Reply to or forward messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organize messages
- Understand and handle Junk Mail
- Create Rules for handling messages
- Use Categories
- Flag items for follow-up
- Search for items
- Understand appointments and the calendar
- Understand tasks and the To-Do List
- Create and organize contacts

Outlook 2007 Essentials Training Course - Lesson 1 Getting Started

- Workshop Objectives

Outlook 2007 Essentials Training Course - Lesson 2 Opening and Closing Outlook

- Opening Outlook
- Understanding the Interface
- Using Backstage View



Outlook 2007 Essentials Training Course - Lesson 3
Working with E-mail

- Sending and Receiving Mail
- Viewing an E-mail
- Replying To or Forwarding an E-mail
- Deleting an E-mail
- Ignoring E-mail
- Using Quick Steps

Outlook 2007 Essentials Training Course - Lesson 5
Managing E-mail

- Marking an Item as Read or Unread
- Printing a Message
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders

Outlook 2007 Essentials Training Course - Lesson 7
Outlook's Organization Tools

- Creating a Basic Rule
- Creating an Advanced Rule
- Using Categories
- Flagging an Item for Follow-Up
- Viewing Favorite Folders

Outlook 2007 Essentials Training Course - Lesson 9
An Introduction to the Calendar

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders

Outlook 2007 Essentials Training Course - Lesson 11
An Introduction to Contacts

- Getting Started
- Creating a New Contact
- Editing a Contact
- Organizing Contacts

- Setting up an E-mail Account
- Viewing Your Inbox
- Closing Outlook

Outlook 2007 Essentials Training Course - Lesson 4
Creating a New E-mail

- Creating an E-mail
- Addressing an E-mail
- Creating the Body
- Attaching a File
- Sending the Message

Outlook 2007 Essentials Training Course - Lesson 6
Managing Junk Mail

- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk

Outlook 2007 Essentials Training Course - Lesson 8
Searching for Items

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search

Outlook 2007 Essentials Training Course - Lesson 10
An Introduction to Tasks

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views

Outlook 2007 Essentials Training Course - Lesson 12
Wrapping Up

- Words from the Wise

Web Links:

View this course online:

<http://pdtraining.com.hk/courses/outlook-2007-essentials-training-course>

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