

Outlook Level 1

THE FUNDAMENTALS

- Starting Outlook 2007
- What's New in Outlook 2007
- Understanding the Outlook 2007 Program Screen
- Understanding Items
- Understanding the Message Window
- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Using the Navigation Pane
- Using the Reading Pane
- Viewing the To-Do Bar
- Using Menus and Toolbars
- Using Keyboard Commands
- Using Help
- Exiting Outlook 2007

COMPOSING AND SENDING E-MAIL

- Composing and Sending an E mail Message
- Specifying Message Options
- Formatting Text
- Checking your Spelling
- Working with Hyperlinks
- Attaching a File to a Message

RECEIVING E MAIL

- Receiving and Reading E-mail
- Replying to and Forwarding a Message
- Opening an Attachment
- Deleting a Message
- Flagging a Message for Follow-up
- Using Color Categories
- Sorting Messages
- Changing Views
- Printing a Message

ADVANCED E-MAIL FEATURES

- Saving Unfinished Messages (Drafts)
- Recalling a Message
- Inserting a Signature
- Changing Message Format

WORKING WITH CONTACTS

- Introduction to the Address Book
- Adding a Contact
- Adding a Sender's E-mail Address to the Contacts List
- Editing and Deleting Contacts
- Changing Contact Views
- Mapping a Contact's Address
- Working in a Contact Window
- Finding and Organizing Contacts
- Creating a Distribution List
- Printing the Contacts List

USING THE CALENDAR

- Viewing the Calendar
- Scheduling Appointments and Events
- Editing and Rescheduling Appointments and Events
- Working with Recurring Appointments
- Color-coding Calendar Items
- Viewing Calendar Items
- Arranging Calendar Items
- Setting Reminders
- Configuring Calendar Options
- Printing the Calendar

WORKING WITH TASKS

- Adding a Task
- Changing Task Views
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing a Task
- Completing a Task

USING THE JOURNAL AND NOTES

- Displaying the Journal
- Creating a Journal Entry Manually
- Creating a Journal Entry Automatically
- Working with Notes



Changing Your Quality of Life

Outlook Level 2

ADVANCED E-MAIL FEATURES

- Saving Unfinished Messages (Drafts)
- Recalling a Message
- Using the Out of Office Assistant
- Using Stationery and Themes
- Inserting a Signature
- Changing Message Format
- Delaying Sending a Message
- Dealing with Junk E-mail
- Adding Addresses to the Safe and Blocked Senders List

ORGANIZING AND FINDING INFORMATION

- Exploring the Folder List
- Using Instant Search
- Refining Instant Search
- Using Advanced Find
- Creating and Using Folders
- Managing Folders
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules
- Sorting and Grouping Information
- Filtering Information
- Color-coding E-mail Messages

COLLABORATING WITH OTHER USERS

- Creating and Working with Meeting Requests
- Creating and Working with Group Schedules
- Setting the Free/Busy Options
- Sharing Your Calendar
- Opening Shared Calendars
- Sharing Outlook Folders
- Giving Delegate Permissions
- Taking and Tracking a Vote
- Working with Public Folders
- Publishing Your Calendar on the Internet

CUSTOMIZING OUTLOOK

- Customizing Outlook's Toolbars and Menus
- Starting Outlook Automatically
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- Changing E-mail Options

MANAGING OUTLOOK DATA

- Using AutoArchive
- Archiving Manually and Accessing Archives
- Using a Personal Folders Backup Tool
- Importing Information
- Exporting Information
- Working with Personal Folders Files
- Working with Offline Folders

ADVANCED TOPICS

- Adding RSS Feeds
- Viewing RSS Feeds
- Using the Tools Together
- Using Outlook Web Access
- Using Instant Messaging in Outlook