

Microsoft Office Outlook 2007 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Outlook 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Outlook users who wish to extend their knowledge and skills.

Prerequisites: This course is designed for current users who have a good working knowledge of Outlook to include topics covered in the Intermediate level course.

Products Covered:
Microsoft Office Outlook 2007

Course Description

This one day, instructor-led course covers aspects of Microsoft Outlook beyond mail management and formatting deals with advanced mail options. It includes areas such as calendar settings, forms and personal folders.

Objectives

At the completion of this courseware participants will be able to:

- use advanced calendar options to change time zones and set appointments
- customise panes and toolbars
- manage and publish a calendar
- use personal folders
- manage Outlook profiles

Topics Covered

Advanced Calendar Options

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

Advanced Task Options

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

Advanced Contact Management Options

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

Advanced Mail Options

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

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

Linking Items

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

Custom Forms

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

Publishing Your Calendar

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

Using the Account Settings Window

Opening the Account Settings Window
Using the E-Mail Tab
Using the RSS Feeds Tab
Using the SharePoint Lists Tab
Modifying Published Calendars
Modifying Address Books

Using Personal Folders

Managing Personal Folders
Creating Personal Folders
Setting a Personal Folders File as Default
Opening and Closing Personal Folders
Setting Personal Folders Properties

Managing Personal Folders

Setting AutoArchive Options
Archiving Manually
Mailbox Cleanup
Exporting Information
Importing Information

Using Outlook Profiles

Overview of the Mail Icon in the Control Panel
Creating a New Profile
Deleting or Viewing a Profile
Setting Profile Options
Choosing Your Profile