

Outlook 2007 Training Course

Getting Started with Outlook

- *Log On to Outlook*
- *The Outlook Environment*
- *Compose and Send a Simple Message*
- *Open a Message*
- *Reply to a Message*
- *Print a Message*
- *Delete a Message*

Composing Messages

- *Address a Message*
- *Format a Message*
- *Check Spelling and Grammar*
- *Attach a File*
- *Forward a Message*

Personalizing Your Mail

- *Use Stationery*
- *Create Custom Stationery*
- *Create Signatures*
- *Modify Signatures*

Locating Outlook Items

- *Sort Messages Using Multiple Criteria*
- *Find Messages*
- *Find Messages Using Multiple Criteria*
- *Filter Messages*
- *Organize Messages*
- *Manage Junk Email*

Managing Mail

- *Open and Save an Attachment*
- *Flag a Message*
- *Create a Folder*
- *Move Messages to a Folder*
- *Copy Messages to Folders*
- *Delete a Folder*

Scheduling Appointments

- *The Outlook Calendar*
- *Schedule an Appointment*
- *Assign a Category to an Appointment*
- *Update Calendar Entries*

Scheduling Meetings

- *Schedule a Meeting*
- *Reply to a Meeting Request*
- *Propose a New Meeting Time*
- *Track Meeting Responses*
- *Update a Meeting Request*
- *Cancel a Meeting Request*
- *Print the Calendar*

Managing Contacts

- *Add a Contact*
- *Sort Contacts*
- *Find a Contact*
- *Generate a Map*
- *Edit a Contact*
- *Delete a Contact*
- *Print Contacts*

Managing Tasks

- *Create a Task*
- *Edit a Task*
- *Update a Task*

Using Notes

- *Create a Note*
- *Edit a Note*
- *Copy a Note*