

Outlook 2007

One Day Course

Microsoft Outlook is the most widely used email software. This course teaches how to send and receive emails and use the additional features of Microsoft Outlook 2007, including the calendar, contacts and tasks.

Learning Outcomes

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

- Start Outlook 2007 and navigate around the various features
- Create and send email messages
- Receive emails in your Inbox
- Competently work with file and item attachments within email messages
- Organise and work with mail folders
- Use the search facilities to locate email messages
- Work with message flags and reminders
- Work effectively with junk email
- Work with the Calendar feature in Outlook
- Schedule appointments and events in your calendar
- Schedule meetings using Microsoft Outlook
- Create and work with contacts
- Create and work with tasks

Who Will Benefit From this Course

This course is ideal for people who are not familiar with Outlook and are required to send and receive emails. Participants will also learn how to schedule appointments and events and add contact information.

Pre-requisites

Basic computer skills are desirable for this course.

Introduction to Computers is a suggested pre-course to provide basic computer knowledge and skills.

Program Benefits

- Greater career opportunities
- Fun, effective, supportive learning environment
- Flexible delivery methods

Duration

1 day 9.30am—4.30pm

Course Dates

Visit www.interwork.com.au for the latest course schedule and booking form or call us on (08) 8416 6500.

Booking Details

Phone: (08) 8416 6500
 Fax: (08) 8416 6530
 Email: interskills@interwork.com.au

Course Cost

\$245.00 per person plus GST

Modules: Outlook 2007

This course uses a selection of the following modules

Outlook 2007 Basics

Understanding Outlook 2007
Starting Outlook
Common Outlook 2007 Screen Elements
Going To Outlook Features
Navigating To Outlook Features
The Navigation Pane
The To-Do Bar
The Mail Screen
The Calendar Screen
The Contacts Screen
The Tasks Screen
The Notes Screen
Understanding Email
The Outlook Today Screen
Exiting Outlook

Sending Email

Email In Outlook
How Outlook Mail Works
Composing An Email Message
The Message Window
Creating A New Message
Checking The Spelling
Adding An Attachment To A Message
Adding Importance
Requesting Message Receipts
Sending The Message
Creating An AutoSignature
Using An AutoSignature
Removing An AutoSignature
Sending A Courtesy Copy
Sending A Blind Copy

Receiving Email

Understanding The Inbox
Accessing The Inbox
Retrieving Email
Opening An Outlook Data File
Adjusting The Message View
Viewing Messages In Groups
Reading Messages
Opening Several Messages
Navigating Within A Message
Finding Related Messages
Replying To A Message
Replying To All Messages
Replying Without The Original Message
Adding Comments To Replies
Getting Replies Sent To Another Address
Forwarding Messages
Marking Messages As Unread

Working With Attachments

Understanding Message Attachments
Inserting A File Attachment

Attaching Other Outlook Items
Previewing Attachments
Saving A Message Attachment
Opening A Message Attachment

Organising Messages

Creating A Message Folder
Moving Messages
Copying Messages
Deleting Messages
Recovering Messages
Working With Favourite Folders
Deleting Message Folders
Recovering Deleted Folders
Emptying Deleted Items
Archiving Messages
Recovering Archived Messages

Searching

Using Instant Search
Expanding the Search
Search Query Syntax
Search Query Syntax – Dates and Size
Using Recent Searches
Searching The Desktop
Search Options
Searching Other Outlook Items
Using A Search Folder
Adding A Predefined Search Folder
Customising Predefined Search Folders
Creating A Custom Search Folder

Flagging Messages

Flagging Messages In A Message List
Sending A Message With A Flag
Adding A Quick Click Flag
Adding A Reminder To Your Messages
Removing A Flag

Junk Email

Spamming And Junk Email
Phishing And Junk Email
Understanding Junk Email Options
Marking Messages As Junk Mail
Marking Messages As Safe
Managing The Senders Lists
Importing A Blocked Senders List
Exporting A Blocked Senders List
Deleting Junk Email

Working With The Calendar

Accessing The Calendar
Changing Calendar Components
Displaying Specific Dates
Navigating Within A Calendar
Changing The Current View
Creating A Second Time Zone

Removing A Time Zone
Creating A New Calendar
Deleting A Calendar
Working With Multiple Calendars

Appointments And Events

Scheduling A Meeting
Scheduling An Appointment Using Click To Add
Scheduling Using The Appointment Window
Rescheduling An Appointment To Another Day
Creating Recurring Appointments
Changing Recurring Appointments
Printing Your Calendar
Scheduling Free And Busy Times
Categorising Activities
Deleting Activities

Scheduling Meetings

Scheduling A Meeting
About Meeting Response Options
Responding To Meeting Requests
Tracking Meeting Responses
Changing A Meeting
Adding Or Removing Attendees
Preventing Responses
Cancelling A Meeting
The Scheduling Assistant
Using The Scheduling Assistant
Viewing Calendars Using Group Schedules
Saving A Calendar As A Web Page

Contacts

Understanding The Contact Form
Understanding Electronic Business Cards
Viewing Your Contacts
Creating A New Contact
Entering Contact Details
Editing Contact Details
Inserting A Contact Picture
Adding Contacts For An Existing Company
Changing A Business Card Layout
Deleting An Unwanted Contact
Recovering A Deleted Contact
Printing Contact Details

Tasks

Viewing Tasks
Creating Simple Tasks
Typing Tasks Directly
Changing Task Views
Sorting Tasks
Completing Tasks
Deleting Tasks
Printing A Task List