

# Microsoft Outlook 2007: Introduction

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This course is hands-on and is designed to provide participants with an understanding of Microsoft Outlook. Included will be the course notes, a pad for note taking and telephone/email support following the class.

| <b>Introduction to Outlook</b>   |  |
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| <b>Getting started including:</b>  | <b>Sending and receiving mail including:</b>   |
| Putting Outlook in perspective<br>Parts of the screen<br>Getting HELP<br>Using the Navigation pane<br>Changing views   | Elements of the mail message window<br>Creating and sending messages<br>Setting mail options<br>Inserting a signature<br>Replying & forwarding messages<br>Message symbols and sorting |
| <b>Managing Mail including:</b>  | Recalling & resending messages<br>Attaching a document<br>Sending mail to groups<br>Searching mail messages  |
| Finding the mail message<br>Moving, copying and deleting messages<br>Creating & deleting folders<br>Moving and copying files to a folder<br>Organizing your mail with colour & categories<br>Rules for mail messages | <b>Scheduling your day including:</b>  |
| <b>Contacts and Notes including:</b>   | Adding calendar entries<br>Adding anniversaries and tasks<br>Scheduling meetings<br>Replying to meeting requests<br>Adding alarms<br>Sharing your calendar                             |
| Adding, editing and deleting contacts<br>Sending a letter to a contact<br>Using notes<br>Adding and managing tasks   |  |