

# Outlook 2007 Training

## 1. Getting Started

What is Microsoft Office Outlook 2007?  
Exploring the user interface  
Learning about the Ribbon  
Using the Office button and the Quick Access toolbar  
Searching  
Help Files

## 2. Email Essentials

The Inbox  
Reading email  
Flagging for follow-up  
Categorizing messages  
Previewing attachments  
Organizing messages (Rules Basic)  
Dragging messages to create other items  
Finding messages  
Deleting messages

## 3. Sending Email

Creating a message  
Addressing email  
Formatting text  
Attaching and inserting  
Flagging  
Proofing tools  
Sending email  
Sending and receiving internet email  
Replying and forwarding  
Resending a message  
Recalling and replacing a message

## 4. Managing Your Calendar

Viewing the Calendar  
The different types of Calendar items  
Creating Appointments  
Setting Appointment details  
Creating Meetings and inviting people  
Responding to Meeting Requests  
Creating Events  
Creating Tasks  
Adding Holidays

# Outlook 2007 Training

- Printing the Calendar
- Sharing Calendars
- Managing multiple Calendars

## 5. Managing Your Contacts

- Viewing Contacts
- Searching for Contacts
- Creating a new Contact
- Editing the details of a Contact
- Configuring business cards for Contacts
- Categorizing Contacts
- Creating Distribution Lists
- Printing Contacts

## 6. Tracking Tasks

- Viewing Tasks
- Creating a new Task
- Setting Task details
- Using Reminders
- Completing and deleting Tasks

## 7. Using Notes

- Creating new Notes
- Forwarding Notes
- Date/Time Stamps
- Categorizing Notes

## 8. Advanced Emailing

- Adding additional email accounts
- Creating and using Signatures
- Customizing the look of your email messages
- Polling with Outlook
- Tracking messages
- Directing replies to another email address
- Configuring the Junk E-mail Filter
- Using Rules to stay organized
- Reading RSS feeds

## 9. Administering Outlook

- Cleaning up your mailbox
- Configuring Outlook options

# Outlook 2007 Training

Backing up and restoring your Outlook information  
Importing and Exporting  
RSS and Blogs

## **10. Add Ins and Other Tools**

LinkedIn  
Xobni  
Snagit  
Synching with CRM systems  
Printing Tools  
Duplicate Data Removal  
Mail Merge