



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

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# Outlook 2007: Advanced

MS-OU-ADV-AX Rev 07.09

## 1 day

### Description

This ILT Series course builds on the skills and concepts taught in Outlook 2007: Intermediate. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

### Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Outlook 2007: Basic*
- *Outlook 2007: Intermediate*

### Course Outline

#### **Unit 1: Mailbox**

Topic A: Managing data files

Topic B: Managing your mailbox

#### **Unit 2: Notes and Journal folders**

Topic A: The Notes folder

Topic B: The Journal folder

#### **Unit 3: Calendar and Contacts**

Topic A: The Calendar

Topic B: Group schedules

Topic C: The Contacts folder

#### **Unit 4: Collaboration features**

Topic A: Sharing your folders

Topic B: Sharing Calendars

Topic C: SharePoint integration

Topic D: RSS feeds

#### **Unit 5: Templates and forms**

Topic A: Working with templates

Topic B: Working with forms

#### **Appendix A: Business Contact Manager**

Topic A: Using Business Contact Manager



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