



Enhanced Network Solutions Group

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

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Outlook 2007: Basic

MS-OU-BAS-AX Rev 07.09

1 day

Description

This ILT Series course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Unit 1: Getting started

Topic A: The program window
Topic B: Outlook Today
Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts
Topic B: Reading e-mail messages
Topic C: Creating and sending e-mail messages
Topic D: Working with messages
Topic E: Attachments

Unit 3: E-mail management

Topic A: Message options
Topic B: E-mail security
Topic C: Junk e-mail
Topic D: Search folders
Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts
Topic B: Distribution lists
Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks
Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments
Topic B: Modifying appointments
Topic C: Calendar views
Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting requests
Topic B: Meeting request responses
Topic C: Managing meeting responses



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