

Course Description: If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Who Should Attend: This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Prerequisites: Before taking this course, students are required to take the following courses or possess equivalent knowledge of: Windows® XP Professional: Level 1, Windows® XP Professional: Level 2, Windows® XP: Introduction, Windows® 2000: Introduction, and Microsoft Office Outlook 2007: Level 1.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Customize the Calendar by setting various Calendar options.
- Track work activities using the Journal.
- Customize the Outlook environment.
- Customize message options.
- Assign and track tasks.
- Locate Outlook items.
- Share folder information.
- Work with public folders.

Course Outline:

Setting Calendar Options

Set Work Days and Times
Display an Additional Time Zone
Set Availability Options

Customizing Message Options

Modify Message Settings
Modify Delivery Options
Change the Message Format
Notify Others that You Will Be Out of the Office
Create a Distribution List
Insert a Hyperlink

Tracking Work Activities Using the Journal

Automatically Record a Journal Entry
Manually Record a Journal Entry
Modify a Journal Entry

Managing Tasks

Assign a Task
Reply to a Task Request
Send a Task Update
Track Assigned Tasks

Sharing Folder Information

Specify Folder Permissions
Delegate Access to Folders
Access Another User's Folder
Send Calendar Information in an Email Message

Customizing the Outlook Environment

Customize the Toolbar
Create a New Toolbar
Customize the Menu Bar
Customize the Quick Access Toolbar
Customize the To-Do Bar
Create a Folder Home Page

Locating Outlook Items

Sort Messages Using Multiple Criteria
Find Messages
Find Outlook Items Using Multiple Criteria
Filter Messages
Organize Messages
Manage Junk Email

Working with Public Folders

Create a Public Folder
Add Users to a Public Folder
Post Information in a Public Folder
Send an Email Message to a Public Folder