

Outlook 2007 Level 2

Audience	This course is appropriate for those who are already familiar with the basics of Outlook and Windows. Students should have received and read mail; created email with formatting, spell checked text; replied to and forwarded email; and worked with the global and personal address books.
Description	The course uses a combination of lecture and hands-on exercises to familiarize students with higher level skills in the Outlook program. Students will review some basic concepts and cover new topics such as automating email; customizing Outlook; signing and sealing messages and other advanced email functions; and using advanced calendaring features. Additional topics such as managing tasks and contacts, journaling, storing messages, and planning a meeting may also be covered depending on student experience and interest.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Use organize features to color code and direct mail into folders■ Direct mail into folders with rules■ Flag mail for follow up■ Organize mail by creating search folders■ Automate clean up and archiving of messages■ Automate mail with signatures and out of office replies■ Create mail using templates and rules■ Create an outlook custom form■ Customize the navigation pane and various group views■ Define a new view with selected fields, grouping, sorting and formatting■ Grant mailbox and folder access■ Sign and seal messages■ Change outlook defaults■ Share and delegate calendars■ Change calendar options■ Display, open, create, and manage tasks■ Create, edit, and print contacts■ Use, manipulate, and categorize journal entries
Length	1 day (or less depending upon modules selected)

I. Organizing Mail

- A. Using Organize Features
- B. Directing Email to Folders
- C. Color Coding Mail
- D. Rules and Alerts Overview

- E. Directing Mail with Rules
- F. Modifying Rules
- G. Setting Follow Up Flags
- H. Creating Search Folders



- I. Cleaning up Mail Messages
 - J. Archiving Messages
 - K. Managing Data Files
- II. Automating Mail Functions**
- A. Creating a Signature
 - B. Creating Out Of Office Reply
 - C. Creating and Using Templates
 - D. Automating Creation of Email
 - E. Customizing Outlook Forms
 - F. Creating a Custom Form
- III. Customizing Outlook**
- A. Customizing the Navigation Pane
 - B. Viewing Items in Outlook
 - C. Using Defined Views
 - D. Customizing the Views
 - E. Defining a New View
 - F. Filtering Messages
 - G. Grouping Messages
 - H. Using Categories to View Information
- IV. Advanced Email Functions**
- A. Granting Delegate Permissions
 - B. Granting Folder Permissions
 - C. Opening Another's Inbox
 - D. Signing and Sealing Messages
 - E. Creating or Changing Email Accounts
 - F. Setting Preferences
 - G. Changing Email Defaults
 - H. Changing Spelling Defaults
 - I. Changing Other Defaults
- V. Advanced Calendar Features**
- A. Managing Another's Calendar
 - B. Giving Permission on a Calendar
 - C. Opening Another's Calendar
 - D. Printing Calendars
 - E. Setting Calendar Options
 - F. Importing Holidays in the Calendar
 - G. Categorizing Appointments
- VI. Managing Tasks**
- A. Displaying and Opening Tasks
 - B. Creating a Task
 - C. Managing Tasks
 - D. Organizing and Prioritizing Tasks
 - E. Creating an Appointment from a Task
 - F. Creating Status Reports from a Task
 - G. Printing Tasks
- VII. Managing Contacts**
- A. What is the Contact Feature?
 - B. Creating Contacts
 - C. Editing Contacts
 - D. Importing and Exporting Contacts
 - E. Using vCards
 - F. Printing Contacts
- VIII. Journaling**
- A. What is Journaling?
 - B. Symbols Used in the Journal
 - C. Automatically Identify Items in the Journal
 - D. Manually Identify Items for the Journal
 - E. Using Journal Entries
 - F. Manipulating Journal Entries
- Appendix A - Locating Messages**
- A. Finding Messages
 - B. Using Advanced Find Features
 - C. Saving Searches