

## **Microsoft Outlook 2007 - Level 2 Training**

- **Course Number:** Outlook2k72
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course.

### **Course Overview**

This course follows up from our “Microsoft Outlook 2007 - Level 1 Training” course.

### **Prerequisites**

Basic computer proficiency and a familiarity with topics covered in our “Microsoft Outlook 2007 - Level 1 Training” course is required.

### **Audience**

This course is for anyone who wishes to learn Microsoft Outlook 2007.

### **Course Outline**

- Course Introduction
- Lesson 1 - Setting Calendar Options
- Setting Calendar Options
- Tools - Options
- Calendar Options
- Demo - Calendar Options
- Time Zones
- The Free/Busy Options Dialog Box
- Lesson 1 Review
- Lesson 2 - Setting Message Options
- Setting Message Options
- Demo - Message Options
- Demo - Message Options Read Receipt
- Message Settings
- Voting and Tracking Options
- Delivery Options
- Message Formats
- Demo - Message Formats
- Rules
- The Out Of Office Assistant Dialog Box
- Demo - The Out Of Office Assistant
- Distribution Lists
- Demo - Distribution Lists
- Hyperlinks
- Demo - Hyperlink
- Lesson 2 Review
- Lesson 3 - Tracking Work Activities Using the Journal

- Tracking Work Activities Using the Journal
- The Journal
- Demo - Journal
- The Journal (Cont.)
- Journal Views
- Journal Entry Form: Manual Entry
- Demo - Journal Add
- Lesson 3 Review
- Lesson 4 - Managing Tasks
- Managing Tasks
- Assign Task
- Demo - Assign Task
- Task Request Form
- Demo - Accept and Decline Tasks
- Status Report
- Lesson 4 Review
- Lesson 5 - Sharing Folder Information
- Sharing Folder Information
- Outlook Folders
- Additional Default Folders
- Permission Roles
- Demo - Mailbox Permissions
- Overlay Mode
- The Send A Calendar Via E-mail Dialog Box
- Delegate Access to Folders
- Lesson 5 Review
- Lesson 6 - Customizing the Outlook Environment
- Customizing the Outlook Environment
- Toolbar Options
- Demo - Custom Toolbar
- Customization
- Demo - Custom Menus and Quick Access
- Outlook Today Page
- Folder Home Page
- Lesson 6 Review
- Lesson 7 - Locating Outlook Items
- Locating Outlook Items
- Sort Criteria
- Demo - Sorting
- Instant Search
- Demo - Search
- The Query Builder Feature
- The Advanced Find Window
- The Filter Dialog Box
- The Ways To Organize Panel
- Demo - Organize
- Automatic Formatting
- Rules Wizard
- Rules Wizard — Predefined Templates
- Junk Email Filter
- Blocked Senders List
- Safe Senders List

- Lesson 7 Review
- Lesson 8 - Working with Public Folders
- Working with Public Folders
- Public Folders
- Demo - Public Folders
- Public Folder Permissions
- Sending Messages to Public Folder
- Lesson 8 Review
- Course Closure