

Microsoft Outlook 2007 - Level 3 Training

- **Course Number:** Outlook2k73
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Prerequisites

This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required: Windows XP: Introduction or Windows 2000: Introduction, Windows XP Professional: Level 1, Windows XP Professional: Level 2 (if using Windows XP), Microsoft® Office Outlook® 2007: Level 1 (Second Edition), Microsoft® Office Outlook® 2007: Level 2 (Second Edition) and Microsoft® Office Word 2007: Level 1 (Second Edition).

Audience

This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

Course Outline

- Course Introduction
- Lesson 1 - Personalizing Your Email
- Personalizing Your Email
- Stationary
- Themes
- How to Apply Themes and Stationary
- Demo - Themes
- Create Custom Theme
- Demo - Custom Themes
- Signatures

- How to Create Signatures
- Demo - Create Signature
- Demo - Business Card Create Signature
- Encryption
- Digital Signatures
- Demo - Digital Signature
- Email Message Security Settings
- Demo - Encrypt Digital Signature
- Lesson 1 Review
- Lesson 2 - Organizing Outlook Items
- Organizing Outlook Items
- Group Items
- Group Outlook Items
- Demo - Grouping
- Search Folders
- How to Create Search Folders
- Demo - Search Folders
- Conditional Formatting
- Demo - Conditional Format
- Lesson 2 Review
- Lesson 3 - Managing Outlook Data Files
- Managing Outlook Data Files
- Store Outlook Items
- Outlook Data Files
- Data File
- Data File Settings
- Demo - Outlook Data File
- Lesson 3 Review
- Lesson 4 - Working with Contacts
- Working with Contacts
- Forwarding Contacts
- Demo - Forward Contact
- The Edit Business Card Dialog Box
- How to Edit Electronic Business Card
- Demo - Business Card
- Export Contact Information
- Export Contacts
- Demo - Export Contacts
- Fields
- Perform Mail Merge
- Mail Merge
- Demo - Mail Merge
- Merge Field Types
- Data Sources
- The Mail Merge Recipients Dialog Box
- The Filter And Sort Dialog Box

- Business Contact Manager
- Lesson 4 Review
- Lesson 5 - Saving and Archiving Email
- Saving and Archiving Email
- Saving Messages in Alternate Formats
- Demo - Save Alternate Formats
- Archive Items
- How to Archive
- Demo - Archive
- Protect Personal Folders
- Lesson 5 Review
- Lesson 6 - Creating a Custom Form
- Creating a Custom Form
- Adding Form Fields
- Saving Form As Template
- Testing a Form
- Demo - Message Form
- Demo - Form Templates
- Lesson 6 Review
- Lesson 7 - Working Offline and Remotely
- Working Offline and Remotely
- Offline Folder File
- Send/Receive Groups
- Create Send and Receive Groups
- Create Custom Send/Receive Group
- RPC Over HTTP
- How to Configure RPC Over HTTP
- Demo - Send Receive and Work Offline
- Lesson 7 Review
- Course Closure