

# Microsoft® Office Outlook® 2007: Level 2

Course length: 1.0 day

## 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.

**Course Objective:** You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

**Target Student:** 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
- Microsoft Office Outlook 2007: Level 1

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Objectives

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

- customize the Calendar by setting various Calendar options.
- customize message options.
- track work activities using the Journal.
- assign and track tasks.
- share folder information.
- customize the Outlook environment.
- locate Outlook items.
- work with public folders.

# Course Content

## Lesson 1: Setting Calendar Options

- Topic 1A: Set Work Days and Times
- Topic 1B: Display an Additional Time Zone
- Topic 1C: Set Availability Options

## Lesson 2: Customizing Message Options

- Topic 2A: Modify Message Settings
- Topic 2B: Modify Delivery Options
- Topic 2C: Change the Message Format
- Topic 2D: Notify Others that You Will Be Out of the Office
- Topic 2E: Create a Distribution List
- Topic 2F: Insert a Hyperlink

## Lesson 3: Tracking Work Activities Using the Journal

- Topic 3A: Automatically Record a Journal Entry
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

## Lesson 4: Managing Tasks

- Topic 4A: Assign a Task
- Topic 4B: Reply to a Task Request
- Topic 4C: Send a Task Update
- Topic 4D: Track Assigned Tasks

## Lesson 5: Sharing Folder Information

- Topic 5A: Specify Folder Permissions
- Topic 5B: Delegate Access to Folders
- Topic 5C: Access Another User's Folder
- Topic 5D: Send Calendar Information in an Email Message

## Lesson 6: Customizing the Outlook Environment

- Topic 6A: Customize the Toolbar
- Topic 6B: Create a New Toolbar
- Topic 6C: Customize the Menu Bar
- Topic 6D: Customize the Quick Access Toolbar
- Topic 6E: Customize the To-Do Bar
- Topic 6F: Create a Folder Home Page

## Lesson 7: Locating Outlook Items

- Topic 7A: Sort Messages Using Multiple Criteria
- Topic 7B: Find Messages
- Topic 7C: Find Outlook Items Using Multiple Criteria
- Topic 7D: Filter Messages
- Topic 7E: Organize Messages
- Topic 7F: Manage Junk Email

## Lesson 8: Working with Public Folders

- Topic 8A: Create a Public Folder
- Topic 8B: Add Users to a Public Folder
- Topic 8C: Post Information in a Public Folder
- Topic 8D: Send an Email Message to a Public Folder