



Microsoft Office Outlook 2007 Outline

Notes:

- All lessons are bite-sized and self-contained, so you can select only what you need.
- Covers beginning, intermediate and advanced topics.
- The Interactive Online Learning and Customizable Courseware versions both feature matching content for a true blended learning solution.

Chapter One: The Fundamentals	
Starting Outlook 2007	
What's New in Outlook 2007	
Understanding the Outlook 2007 Program Screen	
Understanding Items	
Understanding the Message Window	
Understanding the Ribbon	
Using the Office Button and Quick Access Toolbar	
Using the Navigation Pane	
Using the To-Do Bar	
Using Menus and Toolbars	
Using Keyboard Commands	
Using Help	
Using the Reading Pane	
Exiting Outlook 2007	
Chapter Two: Composing and Sending E-mail	
Composing and Sending an E-mail Message	
Specifying Message Options	
Formatting Text	
Checking your Spelling	
Working with Hyperlinks	
Attaching a File to a Message	

Beginning

Beginning

Chapter Three: Receiving E-mail	Beginning
Receiving and Reading E-mail	
Replying to and Forwarding a Message	
Opening an Attachment	
Flagging a Message for Follow-up	
Using Color Categories	
Sorting Messages	
Changing Views	
Printing a Message	
Deleting a Message	
Chapter Four: Advanced E-mail Features	Beginning
Saving Unfinished Messages (Drafts)	
Recalling a Message	
Using the Out of Office Assistant	
Using Stationery and Themes	
Inserting a Signature	
Changing Message Format	
Delaying Sending a Message	
Dealing with Junk E-mail	
Adding Addresses to the Safe and Blocked Senders List	
Changing Outlook's Security Settings	
Chapter Five: Working with Contacts	Intermediate
Introduction to the Address Book	
Adding a Contact	
Adding an E-mail Sender to the Contacts List	
Editing and Deleting Contacts	
Changing Contact Views	
Mapping a Contact's Address	
Working in a Contact Window	
Finding and Organizing Contacts	
Printing the Contacts List	
Working with Distribution Lists	

Chapter Six: Using the Calendar	Intermediate
Viewing the Calendar	
Scheduling Appointments and Events	
Editing and Rescheduling Appointments and Events	
Working with Recurring Appointments	
Color-coding Calendar Items	
Viewing Calendar Items	
Arranging Calendar Items	
Working with Meeting Requests	
Setting Reminders	
Configuring Calendar Options	
Printing the Calendar	
Chapter Seven: Working with Tasks	Intermediate
Adding a Task	
Changing Task Views	
Updating a Task	
Creating a Recurring Task	
Attaching an Item to a Task	
Assigning a Task	
Printing a Task	
Completing a Task	
Chapter Eight: Using the Journal and Notes	Intermediate
Displaying the Journal	
Creating a Journal Entry Manually	
Creating a Journal Entry Automatically	
Relating a Journal Entry to a Contact	
Opening, Modifying, and Deleting a Journal Entry	
Changing Journal Views	
Working with Notes	

Chapter Nine: Organizing and Finding Information	Intermediate
Using Instant Search	
Refining a Search	
Exploring the Folder List	
Creating and Using Folders	
Managing Folders	
Creating and Using Search Folders	
Modifying and Deleting Search Folders	
Creating a Rule	
Creating a Rule with the Rules Wizard	
Managing Rules	
Using Advanced Find	
Sorting and Grouping Information	
Filtering Information	
Color-coding E-mail Messages	
Chapter Ten: Collaborating with Other Users	Advanced
Working with Meeting Requests	
Working with Group Schedules	
Setting and Publishing Free/Busy Appointment Time	
Opening Shared Calendars	
Sharing Your Calendar	
Sharing Outlook Folders	
Giving Delegate Permissions	
Working with Public Folders	
Taking and Tracking a Vote	
Publishing Your Calendar on the Internet	
Chapter Eleven: Customizing Outlook	Advanced
Customizing Outlook's Toolbars and Menus	
Starting Outlook Automatically	
Creating and Working with Custom Views	
Adding Fields to a View	
Changing E-mail Options	
Using Custom Groups	

Chapter Twelve: Managing Outlook Data	
Manually Archiving and Retrieving Information	Advanced
Using AutoArchive and Backing Up	
Use a Personal Folders Backup Tool	
Importing Information	
Exporting Information	
Working With Outlook Personal Folders Files	
Working with Offline Folders	
Chapter Thirteen: Advanced Topics	
Using the Tools Together	Advanced
Adding RSS Feeds	
Viewing RSS Feeds	
Using Outlook Web Access	
Using Instant Messaging in Outlook	
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