Outlook 2007: Level 2

[1 Day]

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.

Objectives:

- 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 Description:

You will learn the following:

Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others That You will be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

Tracking Work Activities Using the Journal

- Automatically Record a Journal Entry
- Manually Record a Journal Entry
- Modify a Journal Entry

Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update

Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access Another User's Folder
- Send Calendar Information in an Email Message

Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page

Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Outlook Items Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

Working with Public Folders

- Create a Public Folder
- Add Users to a Public Folder
- Post Information in a Public Folder
- Send an Email Message to a Public Folder