



Microsoft Outlook 2007 (Introduction)



Topics Covered:

Email Concepts

- Email Addresses
- The Benefits Of Email
- Spamming
- Email Etiquette
- Digital Signatures
- Digital Signatures

Outlook 2007 Basics

- Understanding Outlook 2007
- Starting Outlook
- Common Outlook 2007 Screen Elements
- Going To Outlook Features
- Navigating To Outlook Features
- The Navigation Pane
- The To-Do Bar
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Understanding Email
- The Outlook Today Screen
- Exiting Outlook

Sending Email

- Email In Outlook
- How Outlook Mail Works
- Composing An Email Message
- The Message Window
- Creating A New Message
- Checking The Spelling
- Adding An Attachment To A Message
- Adding Importance
- Requesting Message Receipts
- Sending The Message
- Creating An AutoSignature
- Using An AutoSignature
- Removing An AutoSignature
- Sending A Courtesy Copy
- Sending A Blind Copy

Receiving Email

- Understanding The Inbox
- Accessing The Inbox
- Retrieving Email
- Opening An Outlook Data File
- Adjusting The Message View
- Viewing Messages In Groups
- Reading Messages
- Opening Several Messages

- Navigating Within A Message
- Finding Related Messages
- Replying To A Message
- Replying To All Messages
- Replying Without The Original Message
- Adding Comments To Replies
- Getting Replies Sent To Another Address
- Forwarding Messages
- Marking Messages As Unread

Working With Attachments

- Understanding Message Attachments
- Inserting A File Attachment
- Attaching Other Outlook Items
- Previewing Attachments
- Saving A Message Attachment
- Opening A Message Attachment

Flagging Messages

- Flagging Messages In A Message List
- Sending A Message With A Flag
- Adding A Quick Click Flag
- Adding A Reminder To Your Messages
- Removing A Flag

Junk Email

- Spamming And Junk Email
- Phishing And Junk Email
- Understanding Junk Email Options
- Marking Messages As Junk Mail
- Marking Messages As Safe
- Managing The Senders Lists
- Importing A Blocked Senders List
- Exporting A Blocked Senders List
- Deleting Junk Email

Working With The Calendar

- Accessing The Calendar
- Changing Calendar Components
- Displaying Specific Dates
- Navigating Within A Calendar
- Changing The Current View
- Creating A Second Time Zone
- Removing A Time Zone
- Creating a New Calendar
- Deleting a Calendar
- Working With Multiple Calendars

Contacts

- Understanding The Contact Form
- Understanding Electronic Business Cards
- Viewing Your Contacts
- Creating A New Contact
- Entering Contact Details
- Editing Contact Details
- Inserting A Contact Picture
- Adding Contacts For An Existing Company
- Changing A Business Card Layout
- Deleting An Unwanted Contact
- Recovering A Deleted Contact
- Printing Contact Details

Tasks

- Viewing Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing A Task List



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Duration:

1 Full Day

Who should attend:

Ideal for a person with limited knowledge of Microsoft Outlook, and seeking to become familiar with the basics of the application. At the conclusion of this course participants should be able to understand the basics of the software package with the capacity to apply this knowledge in their personal and professional lives.

Course Pre-requisites:

This course is designed for participants with little or no knowledge of Outlook 2007. A basic knowledge of the Windows environment would be beneficial but is not essential.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Outlook Intermediate
- Microsoft Outlook Advanced
- Time Management with Microsoft Outlook