

GreenDot Course Outline

Microsoft Outlook 2007
Introduction

Version 1.0
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Description:

The skills and knowledge acquired in Microsoft Outlook 2007 Level 1 are sufficient to be able to manage your e-mail, schedule your appointments, and keep track of your contact information.

Learning Outcomes:

At the completion of Microsoft Outlook 2007 Level 1 you should be able to:

- gain an overview of the benefits of email
- start Outlook 2007 and navigate around the various features
- create and send email messages
- receive emails in your Inbox
- competently work with file and item attachments within email messages
- work with message flags and reminders
- work effectively with junk email
- work with the Calendar feature in Outlook
- create and work with contacts
- create and work with tasks

Target Audience:

Microsoft Outlook 2007 Level 1 is designed for users who are keen to know how to send and retrieve email, schedule appointments and events, and add contact information.

Prerequisites:

Microsoft Outlook 2007 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Duration:

2 Days

Course Outline:

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

Entering Contact Details
Business Cards
Viewing Your Contacts
Creating A New Contact
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

Concluding Remarks