
Introduction to Outlook 2007

Audience: Users who want a comprehensive introduction to this database.

A First Look at Outlook

- ◆ What is Outlook?
- ◆ The E-Mail Standard Toolbar
- ◆ The Navigation Pane

Using E-Mail

- ◆ Creating and Sending Messages
- ◆ Sending a Cc or Bcc Message
- ◆ Message Options
- ◆ Acting on E-Mail Messages
- ◆ Replying to a Message
- ◆ Marking a Message as Unread
- ◆ Printing Messages

More on Message Options

- ◆ Controlling Message Format
- ◆ Enhancing Messages
- ◆ Checking Spelling
- ◆ Bullets, Numbers, and Indents
- ◆ The Draft Folder
- ◆ The Sent Items Folder
- ◆ File Attachments

Advanced E-Mail Options

- ◆ Using Signatures
- ◆ Changing the Message Background
- ◆ Delay E-Mail Delivery
- ◆ Message Flags
- ◆ Distribution Lists
- ◆ Out of Office Assistant

Managing E-Mail Messages

- ◆ Viewing and Sorting Messages
- ◆ Viewing Messages in Groups
- ◆ Managing and Moving Messages
- ◆ Junk E-Mail
- ◆ Searching for Messages
- ◆ Organizing Messages by Categories
- ◆ Deleting Messages and Folders

Tasks and Contacts

- ◆ Contacts
- ◆ Contact Notes and Detail
- ◆ Sending and Saving Contacts
- ◆ Printing Contacts
- ◆ Tasks
- ◆ Marking Tasks Complete
- ◆ Viewing and Printing Tasks
- ◆ Assigning and Deleting Tasks

The Meeting Planner

- ◆ Sending a Meeting Request
- ◆ Receiving a Meeting Request
- ◆ Meeting Request Responses
- ◆ Canceling a Meeting

The Calendar

- ◆ The Calendar Screen
- ◆ Adding Holidays
- ◆ Customizing the Work Week
- ◆ Scheduling Appointments
- ◆ Responding to Reminders
- ◆ Scheduling Events
- ◆ Recurring Appointments
- ◆ Removing Appointments/Events
- ◆ Printing the Calendar