

MCAS Outlook 2007

This course will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Reading Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop

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
Track Assigned Tasks

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

Personalizing Your Email
Apply Stationery and Themes
Create a Custom Theme
Create Signatures
Modify Signatures
Configure Email Message Security Settings

Organizing Outlook Items
Group Items
Create Search Folders
Apply Conditional Formatting

Managing Outlook Data Files
Create a Data File
Add Outlook Data Files to a Mail Profile
Change Data File Settings

Working with Contacts

Forward Contacts
Edit an Electronic Business Card
Export Contacts
Perform a Mail Merge
Link Items to Business Contact Manager

Saving and Archiving Email
Save Messages in Alternate Formats
Archive Messages
Protect Personal Folders

Creating a Custom Form
Add Form Fields
Save a Form as a Template
Test a Form

Working Offline and Remotely
Make Folders Available Offline
Configure RPC Over HTTP
Download Selected Messages
Publish Calendar Information to Office Online