

Microsoft
Outlook 2007 – Foundation

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| Introduction to the Course | This one-day course shows new users to Outlook what elements are used within Microsoft Outlook. Dealing with Electronic Mail, Calendars, Contacts, Tasks and Notes. |
| Objectives | A one-day course which is aimed at delegates who want to become familiar with using Microsoft Outlook and set Inbox options, working with a Calendar, Maintain Contacts, work with Tasks and Notes |

Course Content

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| Screen Views Inbox Outlook Bar Folder Views Ribbons and Tabs The Office Button | Calendars Views within Calendars Creating Entries Creating Reminders Appointments Meetings Finding Dates and Entries Re-Occurring Entries Editing Entries Deleting Permissions |
| Messages Creating Sending Receiving Replying Attachments Address Book Creating Address Lists Creating Folders Moving Messages Deleting Messages Options with Messages | Tasks Creating A Task Adding Time Frames Start Dates Due Dates Status Prioritising Tasks Assigning Tasks to Others Accepting/Rejecting Tasks Forwarding Tasks |
| Contacts Creating Using Contacts Views Forward Contacts to Others Creating Contacts for Same Company View Lists Custom Views | Notes Creating Re Colouring Sending Deleting |
| Headers/Footers Adding to All Elements | Printing Messages/Calendars/Tasks |