

Outlook 2007:

Advanced

Topic-Level Outline

Days: 1

Prerequisites: Outlook 2007: Intermediate or equivalent experience

Unit 1: Mailbox

Topic A: Managing data files

Topic B: Managing your mailbox

Unit 2: Notes and Journal folders

Topic A: The Notes folder

Topic B: The Journal folder

Unit 3: Calendar and Contacts

Topic A: The Calendar

Topic B: Group schedules

Topic C: The Contacts folder

Unit 4: Collaboration features

Topic A: Sharing your folders

Topic B: Sharing Calendars

Topic C: SharePoint integration

Topic D: RSS feeds

Unit 5: Templates and forms

Topic A: Working with templates

Topic B: Working with forms

Appendix A: Business Contact Manager

Topic A: Using Business Contact Manager

