

Outlook 2007:

Basic

Topic-Level Outline

Days: 1

Prerequisites: Windows XP: Basic or equivalent experience

Unit 1: Getting started

Topic A: The program window

- A-1: Exploring the Outlook window
- A-2: Examining the Navigation pane
- A-3: Accessing folders
- A-4: Using the Advanced toolbar
- A-5: Using the Reading pane
- A-6: Using the To-Do bar

Topic B: Outlook Today

- B-1: Accessing folders from Outlook Today
- B-2: Customizing Outlook Today

Topic C: Getting help

- C-1: Using the Type a question for help box
- C-2: Using the Microsoft Office Outlook Help window

Unit 2: E-mail

Topic A: E-mail accounts

- A-1: Configuring an Outlook Anywhere connection
- A-2: Configuring a Hotmail account
- A-3: Configuring a POP3 account

Topic B: Reading e-mail messages

- B-1: Exploring the Inbox
- B-2: Previewing and reading a message

Topic C: Creating and sending e-mail messages

- C-1: Creating and sending a message
- C-2: Working with automation features
- C-3: Formatting a message
- C-4: Checking a message's spelling

Topic D: Working with messages

- D-1: Replying to a message
- D-2: Forwarding a message
- D-3: Resending a message
- D-4: Saving a message as a file
- D-5: Deleting and restoring a message

Topic E: Attachments

- E-1: Sending and forwarding attachments
- E-2: Compressing large image attachments
- E-3: Previewing and saving an attachment

Unit 3: E-mail management

Topic A: Message options

- A-1: Defining delivery options
- A-2: Specifying a delayed e-mail delivery
- A-3: Specifying an e-mail reply address
- A-4: Flagging an e-mail message
- A-5: Using delivery and read receipts

Topic B: E-mail security

B-1: Discussing restricted messages

B-2: Digitally signing a message

B-3: Sending an encrypted message

Topic C: Junk e-mail

C-1: Adding senders to the Blocked Senders lists

C-2: Marking a message as not junk

C-3: Adding senders to the Safe Senders list

C-4: Changing junk e-mail options

Topic D: Search folders

D-1: Setting up a Search folder

D-2: Using a Search folder

Topic E: Printing messages

E-1: Customizing page setup for printing

E-2: Printing a message

Unit 4: Contact management

Topic A: Managing contacts

A-1: Exploring the Contacts folder

A-2: Adding a new contact

A-3: Modifying a contact

A-4: Attaching items to a contact

A-5: Adding a contact from the same company

A-6: Sending and saving contacts

A-7: Viewing your contacts

Topic B: Distribution lists

B-1: Creating and using a distribution list

B-2: Modifying a distribution list

Topic C: Electronic business cards

C-1: Creating an electronic business card

C-2: Editing an electronic business card

C-3: Formatting an electronic business card

C-4: Sending an electronic business card

C-5: Creating a contact from an electronic business card

Unit 5: Tasks

Topic A: Working with tasks

A-1: Exploring the Tasks folder and the To-Do bar

A-2: Creating and deleting tasks

A-3: Editing a task

A-4: Adding a recurring task

A-5: Marking a task as completed

A-6: Attaching a task to a message

A-7: Viewing tasks

Topic B: Managing tasks

B-1: Assigning a task

B-2: Accepting and declining a task request

B-3: Sending a task status report

B-4: Tracking an assigned task

Unit 6: Appointments and events

Topic A: Creating and sending appointments

A-1: Exploring the Calendar

A-2: Setting up an appointment

A-3: Adding a recurring appointment

A-4: Inserting an appointment into a message

Topic B: Modifying appointments

B-1: Editing an appointment's text

B-2: Modifying a recurring appointment

B-3: Deleting and restoring an appointment

Topic C: Calendar views

C-1: Exploring Day and Week views

C-2: Exploring Month view

C-3: Changing the work day times

C-4: Displaying multiple time zones

C-5: Changing your time zone

Topic D: Events

D-1: Adding a multi-day event

D-2: Adding an annual event

D-3: Adding holidays to the calendar

Unit 7: Meeting requests and responses

Topic A: Meeting requests

A-1: Planning a meeting

A-2: Creating and sending a meeting request

A-3: Adding a recurring meeting

A-4: Modifying a recurring meeting

Topic B: Meeting request responses

B-1: Reading and accepting a meeting request

B-2: Receiving a New Time Proposed message

B-3: Declining a meeting request

Topic C: Managing meeting responses

C-1:
Reviewing meeting responses

C-2:
Updating a meeting

C-3:
Adding meeting attendees

C-4:
Canceling a meeting