

Outlook 2007:

Intermediate

Topic-Level Outline

Days: 1

Prerequisites: Outlook 2007 Basic or equivalent experience

Unit 1 : Customizing Outlook

Topic A: 0 The Outlook environment

- A-1: Creating a custom toolbar
- A-2: Customizing the menu bar
- A-3: Deleting custom toolbars and resetting the menu bar
- A-4: Observing customizable options
- A-5: Changing the startup folder
- A-6: Customizing the Quick Access toolbar
- A-7: Customizing the Reading pane
- A-8: Changing To-Do bar options

Topic B: 0 Groups and shortcuts

- B-1: Creating a group
- B-2: Creating a shortcut

Topic C: 0 Address books

- C-1: Using an address book
- C-2: Creating a secondary address book
- C-3: Importing Excel data into a secondary address book
- C-4: Addressing a message to multiple recipients

Unit 2 : Customizing messages

Topic A: 0 Customizing message appearance

- A-1: Applying a theme
- A-2: Using message stationery
- A-3: Modifying stationery fonts
- A-4: Modifying e-mail options

Topic B: 0 Signatures

- B-1: Defining a signature
- B-2: Modifying a signature
- B-3: Using signatures
- B-4: Using an electronic business card as a signature

Topic C: 0 Voting buttons

- C-1: Adding voting buttons to a message
- C-2: Replying to a message with voting buttons

Topic D: 0 Out-of-office messages

- D-1: Using the Exchange 2000/2003 Out of Office Assistant
- D-2: Discussing the Exchange 2007 Out of Office Assistant
- D-3: Setting Out of Office Assistant rules
- D-4: Turning off the Out of Office Assistant

Unit 3 : Organizing items

Topic A: 0 Instant and advanced search

- A-1: Using Instant Search
- A-2: Search all Mail folders for a message
- A-3: Searching Calendar, Contacts, and Tasks
- A-4: Customizing Instant Search
- A-5: Using Advanced Find

Topic B: 0 Filters

B-1: Applying filters to find messages

B-2: Removing message filters

#### Topic C: 0 Categories

C-1: Using categories to group messages

C-2: Categorizing a contact

C-3: Categorizing an appointment and a meeting

C-4: Categorizing a task

C-5: Creating a user-defined category

C-6: Assigning a user-defined category

C-7: Sorting and searching by category

#### Unit 4 : Folders

##### Topic A: 0 Personal folders

A-1: Creating a personal folder

A-2: Adding a subfolder

A-3: Moving and renaming a subfolder

A-4: Deleting and restoring a subfolder

A-5: Closing and opening a personal folder

A-6: Moving messages between folders

##### Topic B: 0 Public folders

B-1: Creating a public folder

B-2: Examining folder permissions

B-3: Securing a public folder

B-4: Posting an item to a public folder

B-5: Editing an item in a public folder

B-6: Deleting an item in a public folder

B-7: Deleting a public folder

Topic C: 0 Offline folders

- C-1: Switching between offline and online states
- C-2: Downloading an address book for offline use
- C-3: Adding a Send/Receive group to offline folders
- C-4: Synchronizing offline items manually
- C-5: Synchronizing offline folders automatically
- C-6: Disabling an offline folder
- C-7: Using Cached Exchange mode

Unit 5 : Organizing Mail

Topic A: 0 Organizing the Inbox folders

- A-1: Working with views
- A-2: Arranging and sorting messages
- A-3: Working with grouped messages

Topic B: 0 Organizing folders

- B-1: Using folders to organize the Inbox
- B-2: Using colors to organize the Inbox
- B-3: Using views to organize the Inbox

Topic C: 0 Setting rules

C-1:  
Using the Rules Wizard

C-2:  
Observing a rule in action

C-3:  
Using a rule to categorize e-mail

C-4:

Creating a rule to forward e-mail

C-5:

Creating a rule to delete messages

C-6:

Turning off or deleting rules