

Microsoft Office Outlook 2007: Advanced

- Course Length: 1 Day

Course Overview

This course builds on the skills and concepts taught in Outlook 2007: Intermediate. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Outlook 2007 exam (77-604). For comprehensive certification training, students should complete Outlook 2007: Basic, Intermediate, and Advanced.

Course Outline

Course Introduction

3m

Course Introduction

Unit 01 - Mailbox

24m

Topic A: Managing Data Files

Personal Folders File

Demo - A-1: Creating a Data File

Demo - A-2: Managing Mail Profile Data Files

Topic B: Managing Your Mailbox

Mailbox Cleanup Dialog Box

Demo - B-1: Using Mailbox Cleanup

Archiving Messages

Demo - B-2: Archiving Mail Messages Manually

AutoArchiving Messages

The AutoArchive Dialog Box

Restore Archived Messages

Demo - B-4: Restoring Archived Messages

Saving Sent Messages

Demo - B-5: Saving a Copy of a Sent Message

Unit 01 Review

Unit 02: Notes and Journal Folders

35m

Topic A: The Notes Folder

Creating Notes

Demo - A-1: Creating and Modifying Notes

Forwarding Notes

Demo - A-2: Forwarding Notes

The Notes Options Dialog Box

Demo - A-3: Customizing Notes

Assigning a Contact

Demo - A-4: Assigning a Contact to a Note

Topic B: The Journal Folder

The Journal Options Dialog Box

Demo - B-1: Creating an Automatic Journal Entry

Manual Journal Entries

Journal Entry Window

Demo - B-2: Creating a Journal Entry Manually

Journal Entry Icon

Demo - B-3: Opening a Journal Entry

Editing a Journal Entry

Demo - B-4: Modifying a Journal Entry

Add a Contact to a Journal Entry

Demo - B-5: Adding a Contact to a Journal Entry

The Current View List

Demo - B-6: Changing Journal Views

Unit 02 Review

Unit 03: Calendar and Contacts

36m

Topic A: The Calendar

Scheduling a Meeting

Demo - A-1: Scheduling a Meeting

Booking a Resource

Demo - A-2: Booking Resources for a Meeting

Topic B: Group Schedules

Calendar Group Schedule

Demo - B-1: Creating Group Schedules in the Calendar

The Marketing Group Window

Demo - B-2: Sending a Meeting Request to a Calendar Group

Topic C: The Contacts Folder

Forwarding a Contact

Demo - C-1: Forwarding Contact Information

Sorting Contacts

The Current View List

Demo - C-2: Sorting Contacts

Creating a vCard

Saving a vCard in Contacts

Demo - C-3: Creating and Importing a vCard

Importing Data

Demo - C-4: Importing Excel Data into Contacts

Unit 03 Review

Unit 04: Collaboration Features

61m

Topic A: Sharing your Folders

Inbox Properties Dialog Box

Demo - A-1: Granting Permission to View Your Inbox

Accessing a Shared Inbox

Demo - A-2: Opening a Shared Inbox

Removing Sharing Permissions

Demo - A-3: Removing Sharing Permissions on Your Inbox

Demo - A-4: Delegating Access to Your Inbox

Sharing Your Contacts

Demo - A-5: Sharing Contacts

Demo - A-6: Sharing Tasks

Sharing Your Journal

Demo - A-7: Sharing Your Journal

Topic B: Sharing Calendars

A Calendar Saved to the Web

Demo - B-1: Saving a Calendar as a Web Page

Send a Calendar Via E-mail

Demo - B-2: Sending a Calendar Via E-mail

Publish Free/Busy Information

Sharing Invitation Window

Demo - B-4: Sharing a Calendar

Calendar Properties Dialog Box

Demo - B-5: Changing Sharing Permissions

Demo - B-6: Publishing an Internet Calendar

Demo - B-8: Viewing Calendars

Total Duration: 3h 9m