

## ExecuTrain Course Outline

### Microsoft® Office Outlook® 2007: Level 2

ET84624

1 day

### Description

This course is the second in a series of three Microsoft Outlook courses. In this course, you will customize your Outlook environment, calendar, mails, folders, and also track, share, assign, and quickly locate various Outlook items. This course is designed for experienced Outlook users who need to customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

**Prerequisites:** Before taking this course, students are required to take the following Element K courses or possess equivalent knowledge of:

Windows XP Professional: Level 1

Windows XP Professional: Level 2

Windows XP: Introduction

Windows 2000: Introduction

Microsoft Office Outlook 2007: Level 1

**Objective:** You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Upon successful completion of this course, students will be able to:

- customize the calendar by setting various calendar options.
- set message options.
- track work activities using the Journal.
- assign and track tasks.
- share folder information.
- customize the Outlook environment.
- sort, find, and color-code items in your mailbox and calendar.
- work with public folders.

### Outline

#### Lesson 1: Setting Calendar Options

Topic 1A: Set Work Days and Times

Topic 1B: Display an Additional Time Zone

Topic 1C: Set Availability Options

## **Lesson 2: Setting Message Options**

Topic 2A: Modify Message Settings

Topic 2B: Modify Delivery Options

Topic 2C: Change the Message Format

Topic 2D: Notify Others That You will be Out of the Office

Topic 2E: Create a Distribution List

Topic 2F: Insert a Hyperlink

## **Lesson 3: Tracking Work Activities Using the Journal**

Topic 3A: Automatically Record a Journal Entry

Topic 3B: Manually Record a Journal Entry

Topic 3C: Modify a Journal Entry

## **Lesson 4: Managing Tasks**

Topic 4A: Assign a Task

Topic 4B: Reply to a Task Request

Topic 4C: Send a Task Update

Topic 4D: Track Assigned Tasks

## **Lesson 5: Sharing Folder Information**

Topic 5A: Specify Folder Permissions

Topic 5B: Access Another User's Folder

Topic 5C: Send Calendar Information in an Email Message

Topic 5D: Delegate Access to Folders

## **Lesson 6: Customizing the Outlook Environment**

Topic 6A: Customize the Toolbar

Topic 6B: Create a New Toolbar

Topic 6C: Customize the Menu Bar

Topic 6D: Customize the Quick Access Toolbar

Topic 6E: Customize the To-Do Bar

Topic 6F: Create a Folder Home Page

## **Lesson 7: Locating Outlook Items**

Topic 7A: Sort Messages Using Multiple Criteria

Topic 7B: Find Messages

Topic 7C: Find Outlook Items Using Multiple Criteria

Topic 7D: Filter Messages

Topic 7E: Organize Messages

Topic 7F: Manage Junk Email

### **Lesson 8: Working with Public Folders**

Topic 8A: Create a Public Folder

Topic 8B: Add Users to a Public Folder

Topic 8C: Post Information in a Public Folder

Topic 8D: Send an Email Message to a Public Folder

### **Appendix A: Microsoft Office Specialist Program**