



# Introduction to Microsoft Outlook 2007

## *About the Course*

### **Designed for**

This is a course with a high level of practical content, aimed at those who have not used Microsoft Outlook before. It is designed for candidates with widely differing experience and skill levels.

### **Teaching Approach**

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace that best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Requirements**

No previous experience of Microsoft Outlook is necessary, but candidates should have a good understanding of computer basics and be familiar with the Windows operating system.

### **Course Material**

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration**

This training program is one day in duration.

## **Course Outline**

### **WHAT'S NEW IN OUTLOOK 2007**

- The Ribbon
- Message Flagging
- Navigation Pane
- Instant Search

### **A FIRST LOOK AT OUTLOOK**

- The Microsoft Outlook Screen
- Help and Outlook demos
- Printing help sheets
- Navigation Pane
- Standard Toolbar
- Displaying or hiding toolbars

### **EMAIL CONCEPTS**

- The structure of an email address
- The advantages of using email
- Spam or Unsolicited Email
- Viruses
- Phishing
- Digital signatures

### **SENDING MESSAGES**

- Creating and sending your first email
- Sending emails to multiple addresses
- Receiving emails
- Using blind carbon copy
- Setting message subject
- Spell checking your message
- Inserting a file into a message
- Setting message importance
- Setting message sensitivity

### **MANIPULATING MESSAGES**

- The Inbox Folder
- The Inbox Screen
- Selecting a message
- Message Status icons
- Reading a message
- Forwarding a message
- Opening or saving an attached file
- Replying to the sender of a message
- Replying to the sender and all recipients of a message
- Printing a message
- Previewing a message before printing
- Printing Options

### **MANIPULATING TEXT AND FILES**

- Selection techniques
- Copying text to the Clipboard from a message
- Pasting text from the Clipboard into a message
- Copying text from one message to another
- Cutting text to the Clipboard from a message
- Moving text from one message to another
- Copying text from another application into a message
- Deleting text in a message
- Deleting text to the left of the insertion point
- Deleting text to the right of the insertion point
- Deleting an attached file from a message

### **CONTACTS**

- What are contacts?
- Creating a contact
- Adding the sender of a message to contacts
- Addressing an email to a contact
- Deleting a contact

### **CONTACTS CONTINUED**

- Creating a new distribution list
- Adding an email address to a distribution list
- Removing an email address from a distribution list
- Sending an email to a distribution list

### **ORGANISING MAIL**

- Searching for a message
- Searching for messages
- Creating a new mail folder
- Moving a message to a different folder
- Deleting a mail folder
- Sorting the contents of the Inbox
- Deleting a message
- Opening the Deleted Items Folder
- Restoring a message from the Deleted Items Folder
- Emptying the Deleted Items Folder
- Flagging a message
- Removing a flag mark from a mail message
- Marking a message as unread
- Marking a message as read

### **CUSTOMISING SETTINGS**

- Adding an Inbox heading
- Removing an Inbox heading
- Resetting the Inbox headings