



Computer Consultants Corporation

Microsoft Outlook

Intermediate

Length of course: 1 class days (6 hours)

Objective(s): 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: Familiarity with previous Outlook versions, Microsoft Windows, and Introductory level knowledge of Outlook 2007.

Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others That You will be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

Tracking Work Activities Using the Journal

- Automatically Record a Journal Entry
- Manually Record a Journal Entry
- Modify a Journal Entry

Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access another User's Folder
- Send Calendar Information in an Email Message

Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page

Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Outlook Items Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

Working with Public Folders

- Create a Public Folder
- Add Users to a Public Folder
- Post Information in a Public Folder
- Send an Email Message to a Public Folder