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Microsoft Outlook 2007: Level 2

Course Description

If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Course 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.

Target Student: 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.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities - Mentor Lab - Flexible

Duration: 1.00 Day(s)

Prerequisites: Before taking this course, students are required to take the following 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*

Performance-Based Objectives

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

- Customize the Calendar by setting various Calendar options.
- Customize message options.
- Track work activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.
- Locate Outlook items.
- Work with public folders.

Course Content

Lesson 1: Setting Calendar Options

Set Work Days and Times

Display an Additional Time Zone

Set Availability Options

Lesson 2: 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

Lesson 3: Tracking Work Activities Using the Journal

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

Lesson 4: Managing Tasks

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

Lesson 5: Sharing Folder Information

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

Lesson 6: 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

Lesson 7: Locating Outlook Items

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

Lesson 8: 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

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