



CORPORATE & CAREER TRAINING

OUTLOOK 2007 - MAIL 1

TRAINING OUTLINE

3 HOURS

I. EXPLORING OUTLOOK

- Working with Outlook
- Starting Outlook
- Using the Outlook Interface
- Changing Menu Options
- Displaying and Hiding Toolbars
- Using the Navigation Pane
- Customizing the Navigation Pane
- Using the Folder List
- Using the Office Button
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the To-Do Bar
- Using the Outlook Today Page
- Exiting Outlook

II. SENDING AND RECEIVING MESSAGES

- Using Outlook's E-mail Features
- Using the Mail Pane
- Sending a Message
- Performing a Manual Send/Receive
- Changing the Reading Pane Layout
- Reading Messages in the Reading Pane
- Reading Messages in the Message Window
- Using a Desktop Alert to Open a Message
- Using AutoPreview
- Addressing Messages with the Address Book
- Using the Unread Mail Search Folder
- Viewing Sent Messages
- Replying to a Message
- Forwarding a Message

III. USING OUTLOOK MESSAGING FEATURES

- Working with Message Formats
- Changing the Default Message Format
- Formatting a Message
- Applying Character Formatting
- Saving a Draft Version of a Message
- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Checking Spelling/Grammar as You Type
- Running the Spelling and Grammar Checker
- Printing from the Message Window

IV. ATTACHING FILES TO MESSAGES

- Attaching a File to a Message
- Using the Attachment Viewer
- Saving a File Attachment