



CORPORATE & CAREER TRAINING

OUTLOOK 2007 - MAIL 2

TRAINING OUTLINE

3 HOURS

I. WORKING WITH COMPONENTS AND OFFICE

- Creating a Signature
- Selecting Default Signatures
- Inserting a Signature
- Working with AutoArchive
- Inserting a Picture into a Message
- Using Stationery to Create a Message
- Creating a Distribution List
- Using a Distribution List

II. ORGANIZING MESSAGES

- Arranging and Grouping Messages
- Sorting Messages
- Changing Folder Views
- Flagging a Message
- Flagging a Message with a Reminder
- Creating a New Search Folder
- Creating a Custom Search Folder
- Creating a New Folder
- Moving a Message to a Different Folder
- Deleting a Folder
- Deleting a Message
- Emptying the Deleted Items Folder

III. WORKING WITH JUNK MAIL

- Using the Junk E-mail Folder
- Setting Junk E-mail Options
- Adding to the Junk Filter Lists
- Using Automatic Picture Download Options
- Using E-mail Postmarking
- Using Phishing Protection

IV. SETTING MESSAGE AND SECURITY OPTIONS

- Setting E-mail Options
- Setting a Default Expiration Date
- Reading Messages in Plain Text
- Setting Default Message Fonts
- Setting Reading Pane Options
- Using Rules
- Creating a Rule Based on a Message
- Deleting a Rule
- Creating a Rule using the Rules Wizard
- Changing the Value of a Rule
- Editing a Rule
- Creating a Rule Based on a Template
- Managing Alerts
- Changing Desktop Alert Settings
- Customizing the Outlook Today Page
- Using the Notification Area Menu
- Setting Delegates Options