

MS Outlook 2007

Course Summary

Description

Microsoft Outlook is the preferred software for many individuals and businesses to manage their information, communication and meetings. Yet most are only using 20% of the features of this powerful productivity tool. At this workshop, you'll learn how to better manage your electronic environment by understanding information management principles, creating an effective e-mail action and storage system, utilizing office tools and applying these principles to MS Outlook's integrated system. You'll leave the workshop armed with tips and tricks that you can implement immediately to reduce stress and increase productivity.

Objectives

At the end of this course, students will be able to:

- Create an action plan to reduce your information collection points
- Keep your inbox under control
- Reduce the amount of information you receive
- Reduce the amount of paper you use and keep
- Categorize information correctly
- Find contacts instantly
- Set-up your task system to work for you
- Manage your e-mail effectively

Topics

- Getting Started
- Creating Messages
- Sending Messages
- Receiving Messages
- Working with Calendar
- Saving Time with Tasks, Notes and Journal
- Managing Folders
- Viewing and Using Outlook Today

Audience

This course is designed for anyone who feels they are under-utilizing MS Outlook's capabilities, or is overwhelmed with emails and tasks and wants to develop an effective system for staying organized.

Prerequisites

There are no prerequisites required for this course.

Duration

One day

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Course Outline

I. Getting Started

- A. Customizing the Desktop
- B. Working with Outlook 07
- C. Displaying and customizing Toolbars
- D. Using the Navigation Pane and the To-Do Bar
- E. Working with Folders
- F. Using Instant Search

II. Creating Messages

- A. Setting Default Values
- B. Creating a new Message
- C. Using the new Interface
- D. Addressing a Message

III. Sending Messages

- A. Answering and composing Messages
- B. Using the Address Book
- C. Using the Insert and Options Ribbon
- D. Saving a message
- E. Recall a message

IV. Receiving Messages

- A. Viewing, sorting and searching the Inbox
- B. Forwarding Messages
- C. Storing Attachments
- D. Setting Default Values for Junk E-Mails
- E. Creating Rules

V. Working with Calendar

- A. Setting Default Values
- B. Navigating in Outlook Calendar
- C. Making Appointments
- D. Setting a recurring Appointment
- E. Scheduling and editing Meetings
- F. Using Drag and Drop

VI. Saving Time with Tasks, Notes and Journal

- A. Setting Default Values
- B. Creating and Formatting Tasks
- C. Creating and Formatting Notes
- D. Working with Journal

VII. Managing Folders

- A. Setting Default Values
- B. Understanding the Hierarchy
- C. Creating Folders
- D. Drag and Drop Attachments
- E. Setting Auto Archive
- F. Sharing Folders and Giving Rights

VIII. Viewing and Using Outlook Today

- A. Setting up Outlook Today
- B. Navigating in Outlook Today