Microsoft Office Outlook 2007
EPST 100: Discover Microsoft Outlook 2007

Course Description

This course helps participants to become familiar with the Outlook 2007 program. Participants will learn all the core operations of Microsoft Outlook such as composing, sending and receiving emails, advanced email features, working with contacts and using the calendar.

Learning Outcomes

- Examine email concepts and explore the Microsoft Office Outlook 2007 environment.
- Learn methods to organize email messages.
- Use flags and reminders to stay on task.
- Learn to schedule appointments and meetings.
- Customize and share a calendar.
- Create and manage contacts.
- Create and update tasks.
- Create and modify notes.
- Search for Outlook items.
- Using the Out of Office assistant
- Import and export Outlook data.

Outline

- Outlook 2007 Basics
- Email Basics
- Work with Email Messages
- Advanced Email Management
- Work with Calendars
- Advanced Calendar Management
- Work with Contacts
- Work with Tasks and Notes
- Manage your Outlook Information

Location: Online
Instructor: Instructional Technology Specialist