

# Outlook® 2007: Intermediate

Course length: 1 day

**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.

**Prerequisites:** Outlook 2007 - Introduction

**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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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*