

OUTLOOK 2007

Intermediate /Advanced level

OBJECTIVES

At the end course, the participant will be able to use the email function, send and receive messages, manage Office documents and various components, Outlook messaging features, contacts, and calendar.

TARGETED CLIENTELE

Everyone

PREREQUISITES

Have taken the Outlook beginner level course



COURSE SYLLABUS

1. Messaging Features

- Revision
 - Email management
 - Change the default message format
 - Check the arrival of the mail
 - Get an overview of attachments
 - Open / save an attachment
 - Save a message to an external media
 - Tracking indicator
 - Add a predefined tracking flag
 - Add a custom tracking flag
 - Add a reminder to a tracking flag Existing
 - Change the subject of a message with a flag monitoring

- Add a tracking flag when sending of a message
- Add a tracking flag to recipients
- Delete a tracking flag
- Mail options
- Research files
- Automatic signature

2. Contact Management

- Contacts folder

3. Time Management

- Organize your mail in folders
- Using categories and color codes
- Planning your time with the agenda
- Management and tracking of stains
 - Create tasks
 - Working with tasks
 - Task progress
 - Task delegation
 - Task tracking
- Scheduling and managing appointments
 - Organization of appointments
 - Meeting request
 - Response management
 - Private and group appointments
- Calendar management
 - Different displays
 - Sharing calendars
 - Print
- Contact management
 - Address book
 - Categorization
 - Ranking
 - Grouping
 - Distribution list
- Using the log
 - Creating log entries
 - Association with contacts
 - Using notes

- Creating custom views
- Automatic archiving of items
- Effective folder search
- Message tracking
- Managing email rules

4. Task Management

- Tasks folder

5. Notes

- Using notes
 - Create a note
 - Place notes on the desktop
 - Change the display of notes icons
 - Rearrange notes icons
 - Delete a Note

6. Calendar

- Display in calendar
- Registration in the calendar
- Printing the calendar

7. The Journal

- Activity history
 - Register an entry to the log
 - Set auto save options
 - View activities related to a contact

8. Customizing Outlook

- Customizing the Outlook folder today
- Creating shortcuts
- Folder management
- Outlook auto-start
- Setting up an email account

9. Enrichment

- General notions
 - Create a field
 - Create groupings

- Create a filter
- Remove a filter
- Messaging
 - Create a message using a stationery
 - Apply a background to a message
 - Write a draft message
 - Determine a future date for sending a message
 - Manage junk mail
 - Create message rules
- Notes
 - Send a note to a colleague
 - Link a note to a contact
 - Transform an element in note
- Tasks
 - Assign one of your tasks
 - Receive a task request
 - Resume possession of a rejected task
- Distribution list
 - Create a distribution list
 - Modify distribution list
- Taskbar
 - Change the taskbar options