



OUTLOOK 2007

1 day course: 9.30am – 5pm

This course is designed for those who wish to extend their knowledge of Outlook, and take advantage of the more advanced features of the software.

SENDING AND RECEIVING E-MAILS

- Your e-mail address
- Creating messages
- Marking your messages
- Adding attachments
- Sending the message
- Receiving messages
- Responding to messages
- Storing and organising messages
 - Highlighting messages
 - Creating folders
 - Special folders
 - Archiving messages
- Flagging items for follow up
- Searching
- Netiquette

ADDRESS BOOK AND CONTACTS

- Using the address book
- Creating contacts
- Viewing and using a contact's details
- Removing contacts
- Contact views
- Managing contact groups

OUTLOOK CALENDAR

- Creating appointments
- Altering appointments
- Recurring appointments

ASSUMED KNOWLEDGE:

Delegates need to be using Outlook's basic features on a day-to-day basis prior to attending this course.

APPOINTMENTS INVOLVING OTHER PEOPLE

- Sharing your calendar
- Scheduling a meeting
- Knowing what invitees are doing
- Responding to requests

TASKS

- Creating tasks
- Putting more detail into the task
- Viewing Tasks

SECURITY

- Problems with attachments
- Spam
- Phishing

REGULATIONS

- The Data Protection Act
- Copyright