

# Microsoft® Outlook 2007 – Introduction

**Duration: 1 day**

Delegates will learn the fundamentals of using Outlook to send and receive mail; schedule appointments and meetings; insert events; create and manage tasks; organise contacts.

## Who should attend this course?

Individuals who use Outlook as part of their work

## Course Objectives

Upon completion of this course participants will be able to:

- Identify the elements of the Outlook application window and explore Outlook components
- Send, receive and act on e-mail messages
- Use additional message-handling options
- Create personal folders and organise Outlook folders
- Create, edit, and categorise single/recurring appointments and create events
- Create, send and manage meeting requests
- Create, edit, and assign tasks; create and edit contacts
- Create rules and grant permission to other Outlook users

## Course Outline

- Introduction to 2007 layout
- Outlook mail screen and personalisation options
- Outlook calendar screen
- Task screen
- Contacts screen

### Creating Mail and Folders

- Creating an e-mail and message options
- Recalling e-mails
- Using the address book
- Receiving e-mail
- Moving through folders
- Creating folders and sub-folders

### Granting Permissions

- Granting access to folders
- Granting access to calendars and permission options
- Receiving and responding to permission e-mails
- Removing permissions

### Creating Rules and Alerts

- Creating a rule using a rule template
- Creating an out of office rule
- Removing rules

### Calendar

- Moving around the calendar
- Personalising the calendar
- Scheduling a meeting
- Checking availability and booking resources
- Re-arranging or cancelling a meeting

### Tasks

- Creating tasks
- Delegating tasks
- Completing tasks

## **Contacts**

- Viewing the contacts screen
- Creating contacts
- Grouping contacts
- Deleting contacts
- Searching for a contact or contact group