

Outlook 2007 Level 1

Exploring Outlook

- Working with Outlook
- Starting Outlook
- Using the Outlook Interface
- Changing Menu Options
- Displaying and Hiding Toolbars
- Using the Navigation Pane
- Customizing the Navigation Pane
- Using the Folder List
- Using the Office Button
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the To-Do Bar
- Using the Outlook Today Page
- Exiting Outlook
- Exploring Outlook

Getting Help

- Using Microsoft Outlook Help
- Using Type a Question for Help
- Working with Office Online Help
- Getting Help

Sending and Receiving Messages

- Using Outlook's E-mail Features
- Using the Mail Pane
- Sending a Message
- Performing a Manual Send/Receive
- Reading Messages in the Reading Pane
- Reading Messages in the Message Window
- Using a Desktop Alert to Open a Message
- Changing the Reading Pane Layout
- Using AutoPreview
- Addressing Messages with the Address Book
- Using the Unread Mail Search Folder
- Changing the Read Status of a Message
- Viewing Sent Messages
- Replying to a Message
- Forwarding a Message
- Using the InfoBar
- Sending and Receiving Messages

Using Outlook Messaging Features

- Working with Message Formats
- Changing the Default Message Format
- Formatting a Message
- Saving a Draft Version of a Message
- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Hiding and Displaying Header Fields
- Printing from the Message List
- Printing from the Message Window
- Using Outlook Messaging Features

Working with Components and Office

- Attaching a File to a Message
- Using the Attachment Viewer
- Saving a File Attachment
- Reading an Attachment in Word
- Using Picture Attachment Options
- Using the Office Clipboard
- Inserting a Hyperlink into a Message
- Creating a Signature
- Selecting Default Signatures
- Inserting a Signature
- Creating an Quick Part Entry
- Working with AutoArchive
- Working with Components and Office

Organizing Messages

- Arranging and Grouping Messages
- Sorting Messages
- Changing Folder Views
- Flagging a Message
- Flagging a Message with a Reminder
- Creating a New Search Folder
- Creating a Custom Search Folder
- Creating a New Folder
- Moving a Message to a Different Folder
- Deleting a Folder
- Deleting a Message
- Emptying the Deleted Items Folder
- Recovering Deleted Items
- Organizing Messages

Scheduling with the Calendar

- Using the Calendar Pane
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Working with the Daily Task List
- Editing Calendar Items
- Using Calendar Views
- Setting a Calendar Item as Recurring
- Moving Calendar Items
- Viewing Side by Side Calendars
- Using Calendar Overlay Mode
- E-mailing your Calendar as a Snapshot
- Viewing a Calendar Snapshot
- Printing Calendar Information
- Deleting Calendar Items
- Scheduling with the Calendar

Managing Meetings

- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Canceling a Meeting
- Creating Group Calendars
- Managing Meetings

Managing Contacts

- Using the Contacts Pane
- Adding a Contact
- Editing a Contact
- Adding a Contact's Picture
- Using Electronic Business Cards
- E-mailing an Electronic Business Card
- Receiving an Electronic Business Card
- Using the Index
- Flagging a Contact for Follow up
- Adding a Reminder to a Follow Up
- Categorizing a Contact
- Tracking All Activities for a Contact
- Creating a Distribution List
- Using a Distribution List
- Printing Contacts Information
- Deleting a Contact
- Managing Contacts

Working with Tasks

- Using the Tasks Pane
- Adding a Task
- Creating a Recurring Task
- Editing a Task
- Marking a Task Complete
- Sorting Tasks
- Assigning a Task to Another Outlook User
- Accepting/Declining Tasks
- Indicating the Progress of a Task
- Sending a Status Report
- Viewing Tasks Assigned to Others
- Printing Tasks Information
- Viewing Tasks in the To-Do Bar
- Deleting a Task
- Working with Tasks

Working with Notes

- Using the Notes Pane
- Creating a Note
- Opening a Note
- Coloring a Note
- Printing a Note
- Deleting a Note
- Working with Notes

Using the Journal

- Opening the Journal Folder
- Creating a Journal Entry
- Assigning a Contact to a Journal Entry
- Modifying Journal Entry Types
- Deleting a Journal Entry
- Using the Journal

Organizing Outlook Items

- Assigning a Category to an Outlook Item
- Modifying the Master Category List
- Setting the Quick Click Category
- Applying the Quick Click Category
- Using Instant Search
- Customizing Instant Search
- Using the Query Builder
- Using an Advanced Find
- Using the Ways to Organize Pane
- Using AutoCreate
- Viewing the Reminder Window
- Adding a Field to a View
- Sorting Items in a Folder
- Removing Fields from a View
- Organizing Outlook Items