

Outlook 2007 Level 2

Formatting Outlook Messages

- Inserting a File as Text into a Message
- Checking Spelling/Grammar as You Type
- Running the Spelling and Grammar Checker
- Applying Character Formatting
- Formatting Paragraphs
- Creating a Bulleted List in a Message
- Applying a Style to a Paragraph
- Finding Text in a Message
- Using the Research Task Pane
- Using the Thesaurus
- Changing the Message Background Color
- Inserting a Picture into a Message
- Switching Message Formats
- Using Stationery to Create a Message
- Formatting Outlook Messages

Using the Address Book

- Working with the Address Book
- Opening the Address Book
- Selecting a Different Address Book
- Creating a New Contact Entry
- Copying an Address
- Viewing Entry Properties
- Finding an Entry
- Deleting an Entry
- Setting Address Book Options
- Using the Address Book

Working with Rules

- Using Rules
- Creating a Rule Based on a Message
- Deleting a Rule
- Creating a Rule using the Rules Wizard
- Changing the Value of a Rule
- Editing a Rule
- Creating a Rule Based on a Template
- Managing Alerts
- Using the Out of Office Assistant
- Working with Rules

Working with Files and Applications

- Importing Data into an Outlook Folder
- Exporting Outlook Data
- Forwarding a vCard
- Sending Outlook Items
- Using Mail Merge with Word
- Working with Files and Applications

Working with Offline Settings

- Managing Remote Connections
- Using Cached Exchange Mode
- Switching to an Offline Connection
- Working with the Outbox
- Synchronizing Folders
- Modifying Send/Receive Settings
- Creating a Manual Startup Connection
- Starting up Offline
- Defining Send/Receive Groups
- Downloading and Processing Headers
- Using Remote Mail
- Working Offline

Working with Multiple E-mail Accounts

- Setting up Additional E-mail Accounts
- Sending Messages from Different Accounts
- Accessing Mail from Different Accounts
- Creating Signatures for Multiple Accounts
- Working with Multiple E-mail Accounts

Working with the Internet

- Enabling the Person Name Indicator
- Using the Name Menu
- Adding to the Instant Messaging List
- Sending an Instant Message
- Sending an Internet Meeting Request
- Using the Microsoft Free/Busy Service
- Adding a Really Simple Syndication Feed
- Publishing a Calendar to Microsoft Office Online
- Working with the Internet

Working with Folders and Forms

- Using Folder Properties
- Setting Home Page Properties
- Setting Permissions Properties
- Accessing Another User's Folder
- Opening a Folder in its Own Window
- Creating a Personal Folder
- Opening an Outlook Data File
- Setting Global AutoArchive Properties
- Setting Folder AutoArchive Properties
- Using the Mailbox Cleanup Dialog Box
- Archiving a Folder
- Creating a Form
- Using a Form
- Managing Form Properties
- Setting Up Public Folders
- Posting a Discussion Item to a Folder
- Working with Folders and Forms

Customizing Views

- Working with Custom Views
- Moving a Field in a View
- Formatting a Column in a Tabular View
- Filtering a View
- Resetting a View
- Grouping Items in a Folder
- Formatting the Settings for a View
- Formatting the Settings for Other Views
- Formatting Multi-line Layouts
- Saving a Custom View
- Defining a New Custom View
- Using Automatic Formatting
- Using Colors to Organize Messages
- Customizing Views

Adding Shortcuts to the Navigation Pane

- Working with the Favorite Folders Pane
- Displaying the Shortcuts Pane
- Creating a New Group
- Renaming a Group
- Adding a Folder Shortcut
- Renaming a Folder Shortcut
- Deleting a Folder Shortcut
- Deleting a Group
- Adding Shortcuts to the Navigation Pane

Working with Junk Mail

- Using the Junk E-mail Folder
- Setting Junk E-mail Options
- Adding to the Junk Filter Lists
- Using Automatic Picture Download Options
- Using E-mail Postmarking
- Using Phishing Protection
- Dealing with Junk Mail

Setting Message and Security Options

- Setting E-mail Options
- Setting a Default Expiration Date
- Reading Messages in Plain Text
- Setting Default Message Fonts
- Setting Reading Pane Options
- Changing Desktop Alert Settings
- Using Digital Certificates
- Encrypting Messages
- Viewing the Trust Center
- Setting Message and Security Options

Setting Other Outlook Options

- Customizing the Outlook Today Page
- Using the Notification Area Menu
- Setting Calendar Options
- Showing an Additional Time Zone
- Setting Tasks Options
- Setting Notes Options
- Setting Journal Options
- Setting General and Startup Options
- Setting Reminder Options
- Setting Spelling Options
- Setting Delegates Options
- Setting Mail Services
- Setting Manage Forms Options
- Setting Outlook Options