

Course ID

**M-OUTLK07L2**

Course Duration

**1 day**

Course Title

## **Microsoft® Office Outlook® 2007: Level 2**

### **Related Courses**

- Microsoft Outlook 2007: Level 1 (M-OUTLK07L1, 1 day)
- Microsoft Outlook 2007: Level 3 (M-OUTLK07L3, 1 day)

### **Aimed At**

This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

### **Group Size**

5-15

### **Prerequisites**

- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Windows XP Professional: Level 2 (M-WINXPL2, 1 day)
- Microsoft Outlook 2007: Level 1 (M-OUTLK07L1, 1 day)

Before taking this course, students are required to take the above mentioned Eogogics courses or have equivalent knowledge.

### **Course in a Nutshell**

If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft® Office Outlook® 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Microsoft Office Outlook 2007: Level 2 is one of a series of Eogogics courseware titles which addresses optional Microsoft® Certified Applications Specialist (MCAS) certification. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn MCAS certification.

### **Customize It!**

Customize this course to your group's background and job requirements at little-to-no additional cost. We can tailor the topics, emphasis placed on each topic, pace of coverage, and the exercises to suit your needs. We can also combine various levels of courses for a particular MS Office application to create a course that's just right for your audience.

**Learn How To** You will learn how to customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

**Course  
Outline**

**Lesson 1: Setting Calendar Options**

- Topic 1A: Set Work Days and Times
- Topic 1B: Display an Additional Time Zone
- Topic 1C: Set Availability Options

**Lesson 2: Customizing Message Options**

- Topic 2A: Modify Message Settings
- Topic 2B: Modify Delivery Options
- Topic 2C: Change the Message Format
- Topic 2D: Notify Others That You will be Out of the Office
- Topic 2E: Create a Distribution List
- Topic 2F: Insert a Hyperlink

**Lesson 3: Tracking Work Activities Using the Journal**

- Topic 3A: Automatically Record a Journal Entry
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

**Lesson 4: Managing Tasks**

- Topic 4A: Assign a Task
- Topic 4B: Reply to a Task Request
- Topic 4C: Send a Task Update
- Topic 4D: Track Assigned Tasks

**Lesson 5: Sharing Folder Information**

- Topic 5A: Specify Folder Permissions
- Topic 5B: Delegate Access to Folders
- Topic 5C: Access Another User's Folder
- Topic 5D: Send Calendar Information in an Email Message

**Lesson 6: Customizing the Outlook Environment**

- Topic 6A: Customize the Toolbar
- Topic 6B: Create a New Toolbar

- Topic 6C: Customize the Menu Bar
- Topic 6D: Customize the Quick Access Toolbar
- Topic 6E: Customize the To-Do Bar
- Topic 6F: Create a Folder Home Page

#### **Lesson 7: Locating Outlook Items**

- Topic 7A: Sort Messages Using Multiple Criteria
- Topic 7B: Find Messages
- Topic 7C: Find Outlook Items Using Multiple Criteria
- Topic 7D: Filter Messages
- Topic 7E: Organize Messages
- Topic 7F: Manage Junk Email

#### **Lesson 8: Working with Public Folders**

- Topic 8A: Create a Public Folder
- Topic 8B: Add Users to a Public Folder
- Topic 8C: Post Information in a Public Folder
- Topic 8D: Send an Email Message to a Public Folder

#### **How You Will Learn**

- Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.
- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.