



## **Microsoft Outlook 2007 Advanced**

### **1.0 Working with Mailbox**

- 1.1 Creating and Managing DataFiles
- 1.2 Using Stationary and Themes
- 1.3 Encrypting Your Messages

### **2.0 Organizing Outlook Items**

- 2.1 Grouping Outlook Items
- 2.2 Creating Search Folders
- 2.3 Moving Mail Between Folders
- 2.4 Applying Conditional Formatting

### **3.0 Overview of the Notes and Journal**

- 3.1 Using the Notes Folder
- 3.2 Exploring the Journal Folder

### **4.0 Calendar and Contacts**

- 4.1 Examining the Calendar
- 4.2 Contacts Folder Overview
- 4.3 Working with Electronic Business Cards
- 4.4 Sending Electronic Business Cards
- 4.5 Adding an Electronic Business Card as a Signature
- 4.6 Exporting Contacts
- 4.7 Linking Specific Items to Contact

### **5.0 Outlook's Collaboration Features**

- 5.1 Sharing Outlook Components
- 5.2 Using RSS Feeds

### **6.0 Templates and Forms**

- 6.1 Working with Templates
- 6.2 Working with Forms

### **7.0 Saving and Archiving Emails**

- 7.1 Saving Messages in Various Formats
- 7.2 Archiving Messages
- 7.3 Protecting Personal Folders

### **8.0 How to Work Offline and Remotely**

- 8.1 Creating Offline Folder Files
- 8.2 Using RPC over HTTP

### **9.0 Synchronizing with Outlook**

- 9.1 Categorizing Contact Name in MS Outlook
- 9.2 Synchronizing with MS Outlook