



Microsoft Outlook 2007 Intermediate

1.0 Customizing MS Outlook 2007

- 1.1 Exploring the Outlook Environment
 - 1.2 Working with Groups and Shortcuts
 - 1.3 Using the Address Book
 - 1.4 Setting Options in the Calendar
 - 1.5 Setting up Work Days and Times
 - 1.6 Showing Additional Time Zones
 - 1.7 Setting up Availability Options
- Lab

2.0 Customizing Messages

- 2.1 Customizing Message Appearance
 - 2.2 Setting up Message Signatures
 - 2.3 Modifying Additional Message Options
 - 2.4 Sending Messages with Voting Options
 - 2.5 Setting up an Out of Office Message
 - 2.6 Creating Mailing Groups
- Lab

3.0 Organization

- 3.1 Using Instant and Advanced Search
 - 3.2 Sorting Messages and Customizing Views
 - 3.3 Organizing Messages
 - 3.4 Categorizing Outlook Items
 - 3.5 Working with Personal Folders
 - 3.6 Setting Rules in Outlook
 - 3.7 Working with Junk Email
 - 3.8 Using Public Folders
 - 3.9 Working in Offline Mode
 - 3.10 Working with Shared Calendars
- Lab

4.0 Using the Journal

- 4.1 Recording Journal Entries Automatically
 - 4.2 Recording Journal Entries Manually
 - 4.3 Setting Journal Options
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5.0 Managing Tasks

- 5.1 Working with Tasks
- Lab

6.0 Customizing Outlook's Environment

- 6.1 Customizing Outlook's Toolbar
 - 6.2 Creating New Custom Menus
 - 6.3 Customizing the Quick Access Toolbar
 - 6.4 Creating a Folder Home Page
- Lab