



Mailing for Power Users

Duration: 4 hours

Objectives

The Microsoft Outlook 2007: Beyond the Basics course covers the advance features such as sharing inbox and offline folders, searching and customizing messages, and e-mail security and forms. The course also covers creating custom toolbar, customizing the navigation pane, and using formats, stationary, and delivery options to customize messages.

Target Audience

This course is intended for personnel at all levels of the enterprise; end users seeking competency in the use of Microsoft Office Outlook.

Prerequisite

The Microsoft Office 2007: Beginning Outlook learning path or equivalent; basic knowledge of word processing and computing; familiarity with the Microsoft Windows Office environment and a basic understanding of the Internet

Course Outline

- Create a custom toolbar and customize the menu bar.
- Customize the Navigation pane by creating groups and shortcuts.
- Search for messages using Instant Search and Advanced Find features and set message filters.
- Use message formats, stationery, and delivery options to customize messages.
- Use arrangements to sort, group, and categorize messages.
- Use the Rules Wizard to set rules for messages
- Use the Out of Office Assistant to send automatic replies.
- Use Mailbox Cleanup to check the mailbox size, find old messages, delete unwanted messages, and archive messages.
- Create and manage a public folder.
- Share your Inbox and Tasks folders.
- Use Offline folders.



Learning

nuclei

Key Component of FRCI

Sibotie House - L'Anse Courtois - Pailles - Mauritius

T: (230) 286 96 36 - F: (230) 286 96 29

E: info@nuclei.mu - www.nuclei.mu



- Create, customize, and forward notes.
- Create automatic and manual Journal entries.
- Open and modify Journal entries.
- Share a Journal.
- Use Calendar and Contacts folder.
- Change the default appearance of messages using templates.
- Create and use forms.