

OUTLOOK 2007 INTRODUCTION

Getting started

- what is Outlook? starting Outlook, the Outlook application window
- working with Outlook menus and toolbars
- working in the navigation pane, displaying help information
- exiting from Outlook

Sending and receiving mail messages

- creating and sending a mail message
- displaying and responding to a mail message
- printing a mail message
- attaching an external file to a mail message
- displaying the contents of a file attachment
- forwarding a mail message
- using follow-up flags
- additional mail message topics

Manipulating and managing mail messages

- changing the inbox folder view, regrouping the inbox listing,
- creating a new folder, moving a mail message into a folder
- deleting a mail message, restoring a deleted mail message

Setting up appointments

- navigating through the calendar
- scheduling a single appointment, scheduling a recurring appointment
- editing an appointment, deleting an appointment
- scheduling an event, changing the calendar folder view
- printing the calendar, additional appointment topics

Setting up meetings

- creating and sending a meeting request
- responding to a meeting request
- additional meeting topics

Creating a contact list

- adding a contact to the contact list
- changing the contacts folder view
- sorting the contact list, printing the contact list
- additional contact topics

Creating a tasks list

- adding a task to the task list, updating the task list
- changing the tasks folder view, additional task topics

Maintaining a Journal

- manually recording a journal entry
- automatically recording journal entries
- changing the journal folder view, additional journal topics

Using the notes folder

- creating a note, saving a note in a file
- changing the notes folder view
- additional note topics

Final case study