

Microsoft Outlook 2007 Introduction – 1 Day

Outlook 2007 is a versatile e-mail client, as well as a Personal Information Manager (PIM).

The different components of Outlook are all integrated, meaning you can use your contacts to address an e-mail, track all contact with a particular person, or send your community group tasks. Basic Windows functions, like cutting, copying, and pasting, are also included. In this course the following areas will be covered, we can also teach this content in either Outlook XP or 2003

Section One: Starting Out

- Getting Started
- Interacting with Outlook
- Working with Toolbars
- Working with Outlook
- Getting Help

Section Two: Receiving E-Mail

- Receiving E-Mail
- Working with Messages
- The New Interface (Part 1)
- The New Interface (Part 2)

Section Three: Sending E-Mail

- Answering Mail
- Composing E-Mail
- Doing More With E-Mail
- Using the Drafts Folder

Section Four: Information Management

- The Calendar
- The Contacts Folder
- The Tasks Folder
- The Notes Folder
- The Journal Folder

Section Five: Viewing and Printing

- Using Viewing Tools
- Customizing the Outlook Screen
- Using Print Preview
- Printing Outlook Items



For information and support

Meridian House
Winsford Ind Est
Winsford
Cheshire
CW7 3QG

0845 600 6990

info@rareit.com
www.rareit.com