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## **MICROSOFT® OFFICE OUTLOOK® 2007: LEVEL 2**

**Course Description:** If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft® Office Outlook® 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

**Course Objective:** You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

### **Course Content**

#### **Lesson 1: Setting Calendar Options**

- Topic 1A: Set Work Days and Times
- Topic 1B: Display an Additional Time Zone
- Topic 1C: Set Availability Options

#### **Lesson 2: Customizing Message Options**

- Topic 2A: Modify Message Settings
- Topic 2B: Modify Delivery Options
- Topic 2C: Change the Message Format
- Topic 2D: Notify Others That You will be Out of the Office
- Topic 2E: Create a Distribution List
- Topic 2F: Insert a Hyperlink

#### **Lesson 3: Tracking Work Activities Using the Journal**

- Topic 3A: Automatically Record a Journal Entry
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

#### **Lesson 4: Managing Tasks**

- Topic 4A: Assign a Task
- Topic 4B: Reply to a Task Request
- Topic 4C: Send a Task Update
- Topic 4D: Track Assigned Tasks

#### **Lesson 5: Sharing Folder Information**

- Topic 5A: Specify Folder Permissions
- Topic 5B: Delegate Access to Folders
- Topic 5C: Access Another User's Folder
- Topic 5D: Send Calendar Information in an Email Message

#### **Lesson 6: Customizing the Outlook Environment**

- Topic 6A: Customize the Toolbar
- Topic 6B: Create a New Toolbar
- Topic 6C: Customize the Menu Bar
- Topic 6D: Customize the Quick Access Toolbar
- Topic 6E: Customize the To-Do Bar
- Topic 6F: Create a Folder Home Page

#### **Lesson 7: Locating Outlook Items**

- Topic 7A: Sort Messages Using Multiple Criteria
- Topic 7B: Find Messages
- Topic 7C: Find Outlook Items Using Multiple Criteria
- Topic 7D: Filter Messages
- Topic 7E: Organize Messages
- Topic 7F: Manage Junk Email

#### **Lesson 8: Working with Public Folders**

- Topic 8A: Create a Public Folder
- Topic 8B: Add Users to a Public Folder
- Topic 8C: Post Information in a Public Folder
- Topic 8D: Send an Email Message to a Public Folder