

OUTLOOK: Microsoft Outlook 2007

Course Length: 1 day

Instructional Methodology: Instructor-led, computer lab with hands-on exercises

Course Description: This course will teach students how to read, create, and send e-mail messages, as well as work with file attachments, organize email messages and folders, set up Contacts, create and assign Tasks, create and request appointments in the Calendar, and create and manage Notes.

Course Outline

Getting Started

- The program window
- Outlook Today
- Getting help

E-mail

- E-mail accounts
- E-mail messages
- Message options

E-Mail Management

- Managing e-mail
- Printing messages
- Address books

Contact Management

- Managing contacts
- Categories

Managing Tasks

- Working with tasks
- Managing tasks

Appointments and Events

- Creating and sending appointments
- Categorizing appointments
- Modifying appointments
- Events

Creating Requests and Responses

- Meeting requests
- Meeting request responses
- Managing meeting responses

Customizing Outlook

- Organizing folders
- Signatures
- Voting buttons
- Interacting with the Internet

To register call 621-7724

Or register online at www.outreachcollege.arizona.edu/comped