C P I Training Solutions, Inc.

Learning to Use Outlook 2007
Course Outline

Section 1 – Mail Basics

Launch Outlook 2007
Screen Elements
Inbox
Composing Messages
Sending and Receiving Mail
Saving Drafts
Forwarding and Replying
Global Address Book
Contacts
Panes and To-Do Bar

Section 2 – Address Book, Lists and Folders

Address Book
Adding Contacts
Searches
Distribution Lists
Attachments
Managing Folders
Emptying the Trash
Setting Options
Help Feature
Exiting Mail

Section 3 – Calendar Basics

Calendar Tab
Calendar Views
Calendar Options
Navigation and Searches
Printing Calendars
Calendar Sharing
Adding Events
Recurring Events
New Tasks

Section 4 – Working with Others

Calendar
Groups
Permissions
Invitations and Reminders
Task Requests

Appendix – Netiquette

Appendix – Icons and Tools

Appendix – OWA Basics

Launch Outlook Web Access
Screen Elements
Inbox
New Message Window
Attachments
Distribution Lists
Out of Office Assistant
Creating Folders
Deleted Items
Calendar Basics
Appointments and Meeting Requests
Calendar and Mail Icons