

# INTRODUCTION TO OUTLOOK 2007

## SECTION 1: Starting Out

### **Lesson 1.1: Getting Started**

What is Microsoft Office Outlook 2007?  
What's New in Microsoft Office Outlook 2007?  
What's Required?  
Launching Outlook  
About the Notification Icon  
Closing Outlook

### **Lesson 1.2: Interacting with Outlook**

The Outlook Interface  
Understanding the Two Interfaces  
Using the Main Menu  
Using Shortcut (Right-Click) Menus  
Using Shortcut Keys  
Using Dialog Boxes

### **Lesson 1.3: Working with Toolbars**

Using Toolbars  
Showing and Hiding Toolbars  
Moving Toolbars and the Menu Bar  
Using the Standard Toolbar  
Using the Advanced Toolbar  
Using the Web Toolbar

### **Lesson 1.4: Using the Outlook Panes**

Using Outlook Today  
Using the Navigation Pane  
Using the Reading Pane  
Using the To-Do Bar

### **Lesson 1.5: Getting Help in Outlook**

Using the Help Menu  
Opening Help  
Using the Help Screen  
The Help Toolbar  
Searching for Help  
Using the Table of Contents  
Getting Help in a Dialog Box  
Using the Type a Question Box

## SECTION 2: Receiving E-Mail

### **Lesson 2.1: Receiving E-Mail**

Types of E-mail Accounts  
Setting up an E-Mail Account  
Modifying E-Mail Account Settings  
Sending and Receiving E-Mail

### **Lesson 2.2: Working with E-Mail Messages**

About Outlook Folders  
Opening Messages  
Editing Messages  
Printing Messages  
Saving Messages  
Deleting Messages

**Lesson 2.3: The New Interface, Part 1**

About Tabs  
About Groups  
About Option Buttons  
Minimizing the Tab

**Lesson 2.4: The New Interface, Part 2**

Using the Quick Access Toolbar  
Adding and Removing Buttons  
Moving the Quick Access Toolbar  
Using the Options Dialog to Customize the Toolbar

**SECTION 3: Sending E-Mail****Lesson 3.1: Answering Mail**

Replying to Messages  
Forwarding Messages  
Opening and Saving Attachments  
Using the Attachment Previewer

**Lesson 3.2: Composing E-Mail**

Creating a New Message  
The Message Interface  
Adding Recipients  
Typing a Subject Line  
Creating Your Message

**Lesson 3.3: Doing More with E-Mail**

Adding Attachments  
Creating Hyperlinks  
Attaching Outlook Items  
Using Themes

**Lesson 3.4: Using the Drafts Folder**

Opening the Drafts Folder  
Saving a Message as a Draft  
Opening and Editing a Draft  
Sending a Draft  
Deleting a Draft

**Lesson 3.5: Managing Folders**

Creating Folders  
Renaming Folders  
Moving and Deleting Folders  
Moving Messages to Folders

**Lesson 3.6: Mail Management Tools**

Creating a Simple Rule  
Using the Rules and Alerts Wizard  
Using the Organize Pane

**Lesson 3.7: Security Tools**

Using the Junk E-Mail Filter  
About the Phishing Filter  
About Automatic Downloads  
Applying Blocked and Safe Senders Lists

**Lesson 3.8: Finding Items in Outlook**

Opening Advanced Find  
Using Advanced Find  
Finding Contacts

## **SECTION 4: Using E-Mail Features**

### **Lesson 4.1: Mail Formats**

Switching Between Formats  
About Plain Text  
About Rich Text Format  
About Hyper Text Markup Language (HTML)

### **Lesson 4.2: Signatures and Stationery**

Creating a Signature  
Editing a Signature  
Setting Signature Options  
Using Signatures  
Setting Themes  
Using Stationery

### **Lesson 4.3: Changing Message Options**

Setting Message Priority  
Marking a Message for Follow-Up  
Showing and Hiding Fields  
Working with Multiple E-Mail Accounts  
Requesting Delivery and Read Receipts

### **Lesson 4.4: Advanced Message Options**

Adding Voting Options  
Changing the Reply-To Address  
Delaying Delivery  
Saving Your Message outside Sent Items

## **SECTION 5: Information Management**

### **Lesson 5.1: The Calendar**

Opening the Calendar  
Creating a New Appointment  
Creating Recurring Appointments  
Editing an Appointment  
Using the Tasks Pane  
Using the Calendar Navigation Pane  
Using the Standard Toolbar  
Customizing Calendar Views

### **Lesson 5.2: The Contacts Folder**

Opening the Contacts Folder  
Creating a New Contact  
Creating a New Distribution List  
Editing Contacts and Distribution Lists  
Using the Contacts Navigation Pane  
Using the Standard Toolbar  
Customizing Contacts Views

### **Lesson 5.3: The Tasks Folder**

Opening the Tasks Folder  
Creating a New Task  
Editing a Task  
Using the Tasks Navigation Pane  
Using the Standard Toolbar  
Customizing Tasks Views

### **Lesson 5.4: The Notes Folder**

Opening the Notes Folder  
Creating a New Note

Editing a Note  
Using the Notes Navigation Pane  
Using the Standard Toolbar  
Customizing Notes Views

## **SECTION 6: Viewing and Printing in Outlook**

### **Lesson 6.1: Using Viewing Tools**

Using Arrange By  
About Groups  
Using Current View  
About AutoPreview

### **Lesson 6.2: Customizing the Outlook Screen**

Customizing Toolbars  
Creating Toolbars  
Customizing the Menu Bar  
Creating New Menus  
Using the Options Tab

### **Lesson 6.3: Using Print Preview**

Opening Print Preview  
Using the Print Preview Toolbar  
Navigating Through Print Preview  
Printing from Preview  
Closing Print Preview

### **Lesson 6.4: Printing Outlook Items**

Choosing Page Setup  
Print Commands  
Using the Print Dialog  
Modifying Printer Properties