HAWTHORN ◆ **Training**
Accelerate your workforce

Course Outline

Course Objective: Upon successful completion of this course, students will be able to: track work activities using the Outlook Journal; customize the calendar by setting various calendar options; modify message options; make folder information available to other Outlook users; assign and track tasks; customize the Outlook environment and sort, find and color-code items in your mailbox and calendar.

Target Student: This course is designed for experienced Outlook users who need to learn how to customize their environment, calendar, and mail messages to meet their specific needs and who wish to track, share, assign, and quickly locate various Outlook items.

Prerequisites: Basic understanding of a Windows environment and Microsoft Office Outlook 2007 Level 1.

Course Content

1. **Tracking Work Activities Using the Journal**
   - Record a Journal Entry Automatically
   - Manually Record a Journal Entry
   - Modify a Journal Entry

2. **Setting Calendar Options**
   - Set Work Days and Times
   - Display Other Time Zones
   - Set Free/Busy Options

3. **Setting Message Options**
   - Modify Message Settings
   - Modify Delivery Options
   - Modify Message Formats
   - Notify Others that You will be Out of the Office
   - Create and Modify a Distribution List
   - Insert a Hyperlink

4. **Sharing Folder Information**
   - Specify Folder Permissions
   - Access Another User's Folder
   - Delegate Access To Folders

5. **Managing Tasks**
   - Assign a Task
   - Reply to a Task Request
   - Send a Task Update
   - Track Assigned Tasks

6. **Customizing Outlook**
   - Customize the Toolbar
   - Create a New Toolbar
   - Customize the Menu
   - Create a Folder Home Page

7. **Locating Outlook Items**
   - Sort Messages Using Multiple Criteria
   - Find Messages
   - Find Messages Using Multiple Criteria
   - Filter Messages
   - Organize Messages
   - Manage Junk Email