

## Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: customize the Calendar by setting various Calendar options; customize message options; track work activities using the Journal; assign and track tasks; share folder information; customize the Outlook environment; locate Outlook items; work with public folders.
- Target Student:** This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.
- Prerequisites:** Basic understanding of a Windows environment and Microsoft Office Outlook 2007 Level 1.

## Course Content

### 1. Setting Calendar Options

- Set Work Days and Times
- Display an Additional Time Zone
- Set Availability Options

### 2. Customizing Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Notify Others that You Will Be Out of the Office
- Create a Distribution List
- Insert a Hyperlink

### 3. Tracking Work Activities Using the Journal

- Automatically Record a Journal Entry
- Manually Record a Journal Entry
- Modify a Journal Entry

### 4. Managing Tasks

- Assign a Task
- Reply to a Task Request
- Send a Task Update
- Track Assigned Tasks

### 5. Sharing Folder Information

- Specify Folder Permissions
- Delegate Access to Folders
- Access Another User's Folder
- Send Calendar Information in an Email Message

### 6. Customizing the Outlook Environment

- Customize the Toolbar
- Create a New Toolbar
- Customize the Menu Bar
- Customize the Quick Access Toolbar
- Customize the To-Do Bar
- Create a Folder Home Page

### 7. Locating Outlook Items

- Sort Messages Using Multiple Criteria
- Find Messages
- Find Outlook Items Using Multiple Criteria
- Filter Messages
- Organize Messages
- Manage Junk Email

### 8. Working with Public Folders

- Create a Public Folder
- Add Users to a Public Folder
- Post Information in a Public Folder
- Send an Email Message to a Public Folder