

Microsoft ®

# Outlook 2007

## Course Outline

Beginning Level

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### WHAT'S NEW IN OUTLOOK 2007

- The Ribbon
- Message Flagging
- Navigation Pane
- Instant Search

### A FIRST LOOK AT OUTLOOK

- The Microsoft Outlook Screen
- Help and Outlook demos
- Printing help sheets
- Navigation Pane
- Standard Toolbar
- Displaying or hiding toolbars

### EMAIL CONCEPTS

- The structure of an email address
- The advantages of using email
- Spam or Unsolicited Email
- Viruses
- Phishing
- Digital signatures

### SENDING MESSAGES

- Creating and sending your first email
- Sending emails to multiple addresses
- Receiving emails
- Using blind carbon copy
- Setting message subject
- Spell checking your message
- Inserting a file into a message
- Setting message importance
- Setting message sensitivity

### MANIPULATING MESSAGES

- The Inbox Folder
- The Inbox Screen
- Selecting a message
- Message Status icons
- Reading a message
- Forwarding a message
- Opening or saving an attached file
- Replying to the sender of a message
- Replying to the sender and all recipients of a message
- Printing a message
- Previewing a message before printing
- Printing Options

### MANIPULATING TEXT AND FILES

- Selection techniques
- Copying text to the Clipboard from a message
- Pasting text from the Clipboard into a message
- Copying text from one message to another
- Cutting text to the Clipboard from a message
- Moving text from one message to another
- Copying text from another application into a message
- Deleting text in a message
- Deleting text to the left of the insertion point
- Deleting text to the right of the insertion point
- Deleting an attached file from a message

### CONTACTS

- What are contacts?
- Creating a contact
- Adding the sender of a message to contacts
- Addressing an email to a contact
- Deleting a contact
- Creating a new distribution list
- Adding an email address to a distribution list
- Removing an email address from a distribution list
- Sending an email to a distribution list

### ORGANIZING MAIL

- Searching for a message
- Searching for messages
- Creating a new mail folder
- Moving a message to a different folder
- Deleting a mail folder
- Sorting the contents of the Inbox
- Deleting a message
- Opening the Deleted Items Folder
- Restoring a message from the Deleted Items Folder
- Emptying the Deleted Items Folder
- Flagging a message
- Removing a flag mark from a mail message
- Marking a message as unread
- Marking a message as read

### CUSTOMIZING SETTINGS

- Adding an Inbox heading
- Removing an Inbox heading
- Resetting the Inbox headings