



# Microsoft Office Outlook 2007: Level 3

## MSOF-555

### **Course Description:**

This course is designed to provide students with further instruction in Microsoft Office Outlook 2007. It builds on the email and calendaring skills students have already obtained and will provide them with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

This course is instructor-led, group-paced, class-delivered with structured hands-on activities. This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

### **Course Objectives:**

Upon completion of the course, students will be able to:

- Personalize email
- Organize Outlook items
- Manage Outlook data files
- Manage contacts
- Save and archive email messages
- Create a custom form
- Work offline and remotely

### **Prerequisites:**

- MSOF-550 Microsoft Office Outlook 2007: Level 2

### **Audience:**

- Microsoft Office Outlook Users

**Course Duration:**

1 Day

**Course Topics:****I. Personalizing Email**

- Apply stationery and themes
- Create a custom theme
- Create signatures
- Modify signatures
- Configure email message security settings

**II. Organizing Outlook Items**

- Group items
- Create search folders
- Apply conditional formatting

**III. Managing Outlook Data Files**

- Create a data file
- Add Outlook data files to a mail profile
- Change data file settings

**IV. Working with Contacts**

- Forward contacts
- Edit an electronic business card
- Export contacts
- Perform a mail merge
- Link items to business contact manager

**V. Saving and Archiving Email**

- Save messages in alternate formats
- Archive messages
- Protect personal folders

**VI. Creating a Custom Form**

- Add form fields
- Save a form as a template
- Test a form

**VII. Working Offline and Remotely**

- Make folders available offline
- Configure RPC over HTTP
- Download selected messages
- Publish calendar information to Office online

Appendix A: Newsgroups

Appendix B: Really Simple Syndication (RSS) feeds