



Microsoft Office Outlook 2007: New Features

MSOF-540

Course Description:

This course is designed to provide students with the knowledge and skills to transfer to Microsoft Office Outlook 2007. . Microsoft® Office Outlook® 2007 comes with new features for improving the management, organization and distribution of Outlook items.

Course Objectives:

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

- Explore the Outlook environment
- Manage daily tasks in Outlook 2007
- Share information with other users
- Protect information
- Integrate Outlook with other applications

Prerequisites:

- Prior knowledge of Microsoft Office Outlook 2003

Audience:

- Microsoft Office Outlook 2003 Users

Course Duration:

1 Day

Course Topics:

I. Exploring the Outlook Environment

- Explore the user interface
- Work with the ribbon
- Work with contextual tools

- Customize the calendar views

II. Managing Daily Tasks in Outlook 2007

- Work with mail messages
- Manage tasks in the calendar
- Locate information quickly
- Schedule a meeting

III. Sharing Information with Other Users

- Share calendar information
- Notify others about out of office
- Share information using electronic business card

IV. Protecting Information

- Manage junk email
- Authorize users to access information
- Recover work

V. Integrating Outlook with Other Applications

- Integrate Outlook with Microsoft Office InfoPath 2007
- Integrate Outlook with Windows SharePoint Services
- Add RSS feeds through Outlook 2007
- Publish the file in PDF or XPS file format