

Prerequisites required for taking this course

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. It also assumes that you have **Microsoft Office 2007** running on your computer and have taken Level 1.

Performance Objectives for Microsoft Outlook 2007 Level 2

- 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.

Course Outline**Lesson 1: Setting Calendar Options**

Topic 1A: Set Work Days and Times
 Topic 1B: Display an Additional Time Zone
 Topic 1C: Set Availability Options

Topic 5C: Access Another User's Folder
 Topic 5D: Send Calendar Information in an Email Message

Lesson 2: Customizing Message Options

Topic 2A: Modify Message Settings
 Topic 2B: Modify Delivery Options
 Topic 2C: Change the Message Format
 Topic 2D: Notify Others that You Will Be Out of the Office
 Topic 2E: Create a Distribution List
 Topic 2F: Insert a Hyperlink

Lesson 6: Customizing the Outlook Environment

Topic 6A: Customize the Toolbar
 Topic 6B: Create a New Toolbar
 Topic 6C: Customize the Menu Bar
 Topic 6D: Customize the Quick Access Toolbar
 Topic 6E: Customize the To-Do Bar
 Topic 6F: Create a Folder Home Page

Lesson 3: Tracking Journal Activities

Topic 3A: Automatically Record a Journal Entry
 Topic 3B: Manually Record a Journal Entry
 Topic 3C: Modify a Journal Entry

Lesson 7: Locating Outlook Items

Topic 7A: Sort Messages Using Multiple Criteria
 Topic 7B: Find Messages
 Topic 7C: Find Outlook Items Using Multiple Criteria
 Topic 7D: Filter Messages
 Topic 7E: Organize Messages
 Topic 7F: Manage Junk Email

Lesson 4: Managing Tasks

Topic 4A: Assign a Task
 Topic 4B: Reply to a Task Request
 Topic 4C: Send a Task Update
 Topic 4D: Track Assigned Tasks

Lesson 8: Working with Public Folders

Topic 8A: Create a Public Folder
 Topic 8B: Add Users to a Public Folder
 Topic 8C: Post Information in a Public Folder
 Topic 8D: Send an Email Message to a Public Folder

Lesson 5: Sharing Folder Information

Topic 5A: Specify Folder Permissions
 Topic 5B: Delegate Access to Folders