

MS Outlook 2007 Intermediate



6 Hours of Instruction
\$225

Course Description: Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

Course Content

Customizing Outlook

The Outlook environment
Groups and shortcuts
Address books

Customizing messages

Customizing message appearance
Signatures
Voting buttons
Out-of-office messages

Organizing items

Instant and advanced search
Filters
Categories

Folders

Personal folders
Public folders
Offline folders

Organizing Mail

Organizing the Inbox folders
Organizing folders
Setting rules