

## **Outlook 2007 - Level 2**

## **Course Outline**

This course introduces the skills necessary for working with the Message window. Students will learn how to format Outlook messages and use the Address Book. Students will also learn how to work with Rules, files and applications, multiple e-mail accounts, the Internet; work offline.

The course also covers the skills necessary for customizing Outlook. Students will learn how to work with folders, forms and junk mail; and customize views. Students will also learn how to add shortcuts to the navigation pane, and set message, security, and other Outlook options.

### **Prerequisites:**

Outlook 2007 - Level 1

### **Objectives:**

- Format Outlook messages
- Use the Address Book
- Work with Rules
- Work with files and applications
- Work with offline settings
- Work with multiple E-mail accounts
- Work with the Internet
- Work with folders and forms
- Customize views
- Add shortcuts to the Navigation pane
- Work with junk mail
- Set message and security options
- Set other Outlook options