

# Outlook 2007 Advanced Mail and Calendar

<b>Audience</b>	This course is appropriate for those students who have received and read mail; created email with formatting, spell checked text; replied to and forwarded email; worked with the global and personal address books; set and modified recurring appointments and planned meetings.
<b>Description</b>	The course uses a combination of lecture and hands-on exercises to familiarize students with higher level skills in the Outlook program. Students will review some basic concepts and cover new topics such as automating email; and other advanced email and calendaring functions, including managing tasks.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ Automate mail with signatures and out of office replies</li><li>■ Automatically create mail using templates</li><li>■ Create and use templates</li><li>■ Grant mailbox and folder access</li><li>■ Create and change email accounts</li><li>■ Change Outlook defaults</li><li>■ Share and delegate calendars</li><li>■ Manage another's calendar</li><li>■ Change Calendar options</li><li>■ Categorize appointments</li><li>■ Display, open, create, manage, and print tasks</li></ul>
<b>Length</b>	½ day

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| <b>I. Automating Mail Functions</b> | C. Opening Another's Inbox             |
| A. Creating a Signature             | D. Signing and Sealing Messages        |
| B. Creating Out Of Office Reply     | E. Creating or Changing Email Accounts |
| C. Creating and Using Templates     | F. Setting Preferences                 |
| D. Automating Creation of Email     | G. Changing Email Defaults             |
| E. Customizing Outlook Forms        | H. Setting Email Format Defaults       |
| F. Creating a Custom Form           | I. Changing Spelling Defaults          |
| <b>II. Advanced Email Functions</b> | J. Changing Other Defaults             |
| A. Granting Delegate Permissions    |  |
| B. Granting Folder Permissions      |  |



### **III. Advanced Calendar Features**

- A. Managing Another's Calendar
- B. Giving Permission on a Calendar
- C. Opening Another's Calendar
- D. Printing Calendars
- E. Setting Calendar Options
- F. Importing Holidays in the Calendar
- G. Categorizing Appointments

### **IV. Managing Tasks**

- A. Displaying and Opening Tasks
- B. Creating a Task
- C. Managing Tasks
- D. Organizing and Prioritizing Tasks
- E. Creating an Appointment from a Task
- F. Creating Status Reports from a Task
- G. Printing Tasks