

# Outlook 2007 Mail

<b>Audience</b>	This course is intended for people who are familiar with Windows basic features and want to develop an understanding of Outlook Mail. Students should have taken a Windows Level 1 class or have equivalent experience. No experience with Outlook is required.
<b>Description</b>	This course uses a combination of lecture, instructor demonstration, and when possible hands-on practice and independent exercises to familiarize students with Outlook's mail features. Students create and read mail, prepare and set special mail features, handle file attachments, and manage mailbox folders.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ List the main features of Outlook Mail</li><li>■ Read, delete, reply, and forward mail</li><li>■ Address, create, format, edit, and send mail</li><li>■ Set message priorities and special features for mail</li><li>■ Attach and work with file attachments</li><li>■ Manage the mailbox address book and folders</li></ul>
<b>Length</b>	½ day
<b>Beyond this Level</b>	When you have successfully completed this class, the next class you should consider is Outlook Calendar. This class teaches students to schedule and modify appointments, create and modify recurring appointments, and plan and modify meetings. Be sure to leave time for practice before registering for the Calendar.

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## I. Getting Acquainted with Outlook

- A. Starting Outlook Mail
- B. What is Outlook?
- C. Exploring the Mail Screen
- D. Reading Messages
- E. Preparing a New Message
- F. Addressing Mail
- G. Sending Mail
- H. Using Help
- I. Exiting Outlook

## II. Using Enhanced Mail Features

- A. Formatting the Message
- B. Checking Spelling
- C. Setting Message Options
- D. Replying to and Forwarding Mail
- E. Attaching a File to Mail
- F. Working with File Attachments

## III. Mailbox and Address Book Maintenance

- A. What is the Address Book?
- B. Managing Entries in the Address Book
- C. Creating Folders



- D. Selecting Messages
- E. Moving and Copying Messages
- F. Deleting Multiple Messages or Folders
- G. Working with Junk Email
- H. Finding Messages

## **Appendix A - Setting Mail Options**