



WWW.KQEINC.COM

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Outlook 2007 - Level 3

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

This course builds on email and calendaring skills and will provide the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely. (Second Edition)

Who Should Attend:

This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, organize Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

At Course Completion:

Upon successful completion of this course, students will be able to: - personalize your email. - organize Outlook items. - manage Outlook data files. - work with contacts. - save and archive email messages. - create a custom form. - work offline and remotely.

Prerequisite(s) or equivalent knowledge:

Outlook 2007 – Level 1
Outlook 2007 – Level 2

Outline:

Lesson 1: Personalizing Your Email

Apply Stationery and Themes
Create a Custom Theme
Create Signatures
Modify Signatures
Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items



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Group Items
Create Search Folders
Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

Create a Data File
Add Outlook Data Files to a Mail Profile
Change Data File Settings

Lesson 4: Working with Contacts

Forward Contacts
Edit an Electronic Business Card
Export Contacts
Perform a Mail Merge
Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email

Save Messages in Alternate Formats
Archive Messages
Protect Personal Folders

Lesson 6: Creating a Custom Form

Add Form Fields
Save a Form as a Template
Test a Form

Lesson 7: Working Offline and Remotely

Make Folders Available Offline
Configure RPC Over HTTP
Download Selected Messages
Publish Calendar Information to Office Online