

AVP Training

Computer Software Training & Consulting

Outlook 2007 Introduction (Level 1)

General Description

Introduces the essential components of Outlook including email management, calendar operations, recording contact details and task administration

Learning Outcomes

Basic email concepts

Navigate the main screen components of Outlook

Compose and send email, add attachments and request receipts

Create a customised AutoSignature

Read, reply to and flag emails, manage attachments and forward received mail

Manage junk email

Use the calendar, create an additional time zone and work with multiple calendars

Record, edit and delete contact details

Create, complete and delete tasks

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Windows

Course Topics Outlook 2007 Introduction (Level 1)	Email concepts
	Navigating Outlook
	Sending email
	Receiving email
	Junk email
	Basic calendar functions
	Recording contact details
	Handling tasks

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