



## Outlook 2007 Advanced-Level 3

Outlook 2007: Advanced, students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

### **Course Length**

1 day

### **Prerequisites**

Outlook Basic and Intermediate or equivalent experience

### **Topics**

#### **Unit 1: Mailbox**

**Topic A:** Managing data files

**Topic B:** Managing your mailbox

#### **Unit 2: Notes and Journal folders**

**Topic A:** The Notes folder

**Topic B:** The Journal folder

#### **Unit 3: Calendar and Contacts**

**Topic A:** The Calendar

**Topic B:** Group schedules

**Topic C:** The Contacts folder

#### **Unit 4: Collaboration features**

**Topic A:** Sharing your folders

**Topic B:** Sharing Calendars

**Topic C:** SharePoint integration

**Topic D:** RSS feeds



## **Unit 5: Templates and forms**

**Topic A:** Working with templates

**Topic B:** Working with forms

## **Appendix A: Business Contact Manager**

**Topic A:** Using Business Contact Manager