Microsoft Outlook Workshop
One Day Guided Intervention

Overview

Bill Gates's dream of "a computer on every desktop" is becoming more and more of a reality-many people today work (and play) on computers both in the office and at home. For people who spend much of the day at a computer and are dependent on electronic messages as a means of communicating with colleagues, clients, friends, and family members, Microsoft Office Outlook 2007 offers an ideal solution.

Outlook 2007 integrates e-mail, address books, calendars, task lists, note pads, and more into one place, and more importantly, makes this information immediately available to you when you need it. From one window, you can work with e-mail messages, find contact information, view upcoming appointments, and track tasks. From one place, you can quickly search your messages (and message attachments) and organize your work more easily and in a more intuitive way.

Target Audience

All the people who works, want to work, want to learn more and want to do everything faster and easier in MS Outlook and internet.

Methodology:

- LCD presentation of the concepts with examples and lecture
- Exercise based notes will be provided.
- Interaction with some live examples
- Immediate practice of all the features

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Page 1 of 15

Microsoft Outlook Workshop

One Day Guided Intervention

Key Takeaways:

After this training you are able to

- Send, receive, organize, and archive e-mail messages.
- Send documents, spreadsheets, graphics, and other files as message attachments, and preview attachments you receive from other people.
- Schedule events, appointments, and meetings, invite attendees, and reserve conference rooms, projectors, and other managed resources.
- View upcoming appointments and tasks, and receive reminders for them.
- Store contact information in a transferable format that easily interacts with your e-mail system.
- Track tasks for yourself or for someone else, and schedule time to complete your tasks.
- Store random bits of information as notes.
- Share schedule information with other people, inside and outside your organization.
- Track the interactions you have with other people.
- Organize and easily locate information in messages, attachments, calendars, contacts, and tasks.
- Filter out annoying junk mail.
- Have information from favorite Web sites delivered directly to you.

Content Outline:

Working with the Standard Outlook Views
- Outlook Today
- Inbox
- Calendar
- Contacts
- Tasks
- Notes
- Deleted Items
- Choosing the Startup View
- Using Other Outlook Features
- Using the Navigation Pane

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Page 2 of 15

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- Using the Outlook Toolbars
- Using the Ribbon
- Using Multiple Outlook Windows
- Using the Folder List
- Using the Status Bar
- Using the Reading Pane
- Using AutoPreview
- Using the InfoBar
- Configuring Outlook Options

Creating and Using Categories

- Understanding Categories
- Customizing Your Category List
- Assigning Categories to Outlook Items , Existing Outlook Items & Quick Click Category
- Assigning Categories Automatically
- Modifying Categories and Category Assignments
- Viewing Selected Categories Only

Managing Address Books and Distribution Lists

- Understanding Address Books
- Creating Address Book
- Creating & Modifying Distribution
- Automatically Adding Addresses to the Address

Sending and Receiving Messages

- Working with Messages
- Addressing Messages
- Including Carbon Copies and Blind Carbon Copies
- Copying Someone on All Messages
- Using Templates and Custom Forms for Addressing
- Specifying Message Priority and Sensitivity

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Page 3 of 15

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- Saving a Message to Send Later
- Setting Sending Options
- Controlling When Messages Are Sent
- Requesting Delivery and Read Receipts
- Using Message Tracking and Receipts Options
- Sending a Message for Review
- Replying to Messages
- Forwarding Messages
- Using Other Reply and Forwarding Options
- Setting Up Send/Receive Groups

Configuring Other Messaging Options

- Setting Up Notification of New Mail
- Using Message Alerts
- Managing Messages and Attachments
- Saving Messages Automatically
- Retaining a Copy of Sent Messages
- Working with Attachments
- Saving Messages to a File
- Moving and Copying Messages Between Folders

Beyond Simple Text Messages

- Inserting a Table, Picture from a File & other items
- Including Other Items in a Message
- Attaching Files
- Inserting Files in the Body of a Message
- Including an Outlook 2007 Item
- Attaching a Business Card to a Message
- Including a Calendar
- Using Stationery to Customize Your Messages
- Creating a Custom Message Appearance

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Page 4 of 15

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- Using Signatures
- Understanding Message Signatures
- Defining Signatures
- Adding Signatures to Messages
- Backing Up Your Signatures

Finding and Organizing Messages

- Finding and Organizing Messages with Search Folders
- Using Search Folders
- Customizing Search Folders
- Creating a New Search Folder
- Flagging and Monitoring Messages and Contacts
- Flagging Received and Previously Sent Messages
- Flagging Outgoing Messages
- Viewing and Responding to Flagged Messages
- Flagging Contact Items
- Grouping Messages by Customizing the Folder View
- Filtering a View Using Categories
- Managing E-Mail Effectively

Processing Messages Automatically

- Understanding Message Rules
- Creating and Using Rules
- Creating New Rules
- Applying Rules to Specific Folders or All Folders
- Copying Rules to Other Folders
- Creating Rules Based on Existing Messages
- Creating Rules That Use OR Logic
- Modifying&Controlling Rules
- Setting Rule Order
- Stopping Rules from Being Processed

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Page 5 of 15

- Disabling and Removing Rules
- Sharing Rules with Others
- Backing Up and Restoring Rules
- Using the Organize Pane to Create Rules

Managing Junk E-Mail

- How Outlook 2007 Junk E-Mail Filtering Works
- Understanding How Outlook 2007 Uses the Filter Lists
- Deleting Instead of Moving Messages
- Enabling and Configuring Junk E-Mail Filtering
- Marking and Unmarking Junk E-Mail
- Creating Other Junk E-Mail Rules
- Managing Junk E-Mail Effectively

Automatically Responding to Messages

- Creating Automatic Responses with the Out Of Office Assistant
- Understanding Out Of Office Assistant Features
- Creating Custom Out Of Office Rules
- Creating Automatic Responses with Custom Rules
- Setting Up the Reply
- Creating Automatic Responses from Local Templates

Creating and Managing Your Contacts

- Working with the Contacts Folder
- Creating a Contact Entry
- Creating Contact Entries from the Same Company
- Creating a Contact Entry from an E-Mail Message
- Copying an Existing Contact Entry
- Creating Other Contacts Folders
- Copying the Design of a Folder
- Working with Contacts

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- Associating a Contact with Other Items and Documents
- Assigning Categories to Contacts
- Resolving Duplicate Contacts
- Sending an E-Mail Message to a Contact
- Connecting to a Contact's Web Site
- Scheduling Appointments and Meetings with Contacts
- Assigning a Task to a Contact
- Flagging a Contact for Follow-Up
- Finding Contacts
- Making a Common Change to Multiple Contacts
- Viewing Contacts
- Using Standard Views in the Contacts Folder
- Customizing Contacts View
- Printing Contacts
- Custom Contact Printing with Word
- Working with Distribution Lists
- Creating a Personal Distribution List
- Adding or Deleting Names in a Distribution List
- Sharing Contacts
- Sharing Your Contacts Folders
- Sharing Contacts with vCards
- Setting Contact Options
- Using Contacts Effectively

Managing Your Time and Tasks:

Scheduling Appointments

- Calendar Basics
- Understanding Calendar Items
- Using the Time Bar
- Using the Date Navigator

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Page 7 of 15

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- Using the To-Do Bar
- Setting the Number of Days Displayed
- Selecting a Date
- Working with One-Time Appointments
- Specifying the Subject and Location
- Specifying Start and End Times
- Setting a Reminder
- Classifying an Appointment
- Adding a Note
- Categorizing an Appointment
- Saving an Appointment
- Changing an Appointment to an Event
- Working with One-Time Events
- Using the Event Form
- Changing an Event to an Appointment
- Creating a Recurring Appointment or Event
- Modifying an Appointment or Event
- Changing an Appointment or Event
- Deleting an Appointment or Event
- Using Categories and Colors
- Assigning Color Categories to an Appointment Manually
- Assigning Color to an Appointment Automatically
- Printing Calendar Items
- Customizing the Current Calendar View
- Redefining Fields
- Filtering Calendar Items
- Controlling Fonts and Other View Settings
- Creating a Custom View
- Creating a New View
- Copying a View
- Managing Your Calendar Effectively

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Scheduling Meetings and Resources

- Sending a Meeting Request
- Selecting Attendees
- Scheduling a Meeting
- Scheduling a Meeting from the Contacts Folder
- Changing a Meeting
- Sending a Meeting Request with Scheduling Assistant
- Selecting Attendees
- Scheduling a Meeting Using Scheduling Assistant
- Responding to a Meeting Request
- Receiving a Request for a Meeting
- Receiving a Response to Your Request
- Checking Attendees
- Scheduling Resources
- Setting Up Resources for Scheduling
- Managing Meetings Effectively
- Find the Best Time for the Meeting
- Set a Sufficient Reminder to Enable You to Make Meetings on Time
- Schedule Meeting End Times with a Reminder to Help Meetings
- Stay on Schedule

Working with Tasks in the Tasks Folder

- Creating a Task
- Creating a Recurring Task
- Adding a Reminder
- Setting a Task Estimate
- Marking a Task as Completed
- Assigning Tasks to Others
- About Task Ownership
- Making or Accepting an Assignment
- Reclaiming Ownership of a Declined Task

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Page 9 of 15

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- Assigning Tasks to Multiple People
- Tracking the Progress of a Task
- Sending a Task Status Report
- Creating an Unassigned Copy of an Assigned Task
- Viewing and Customizing the Tasks Folder
- Changing Fonts and Table View Settings
- Using Automatic Formatting
- Setting General Task Options
- Working with Tasks in Other Ways
- Working with Tasks in the To-Do Bar
- Working with Tasks in Outlook Today
- Using the Daily Task List
- Managing Tasks Effectively

Making Notes

- Understanding Outlook Notes
- Configuring Note Options
- Working with Notes
- Adding a Note
- Reading and Editing a Note
- Forwarding a Note
- Adding a Note Sent to You
- Using a Note to Create a Task or an Appointment
- Moving and Copying Notes
- Changing Note Color
- Assigning Color Categories to Notes
- Printing a Note
- Date and Time Stamping Notes
- Deleting a Note
- Viewing Notes
- Creating New Notes Folders

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Page 10 of 15

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Using Templates

- Working with E-Mail Templates
- Creating an E-Mail Template
- Using an E-Mail Template
- Using a Template with a Distribution List
- Using Other Outlook Template Types
- Appointments and Meetings
- Contacts
- Tasks and Task Requests

Customizing the Outlook Interface

- Customizing the Navigation Pane
- Adding a Shortcut to an Outlook Folder or a Public Folder
- Adding a File Folder or Document to the Navigation Pane
- Customizing the To-Do Bar
- Customizing Toolbars
- Working with Toolbars
- Creating Custom Toolbars
- Customizing Outlook Today View
- Configuring Outlook Today

Creating Custom Views and Print Styles

- Creating and Using Custom Views
- Basing a New View on an Existing View
- Creating a New View from Scratch
- Modifying, Renaming, or Deleting a View
- Customizing a View's Settings
- Printing in Outlook
- Overview of Print Styles
- Printing from Outlook
- Creating Custom Print Styles

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Page 11 of 15

- Custom Printing with Scripts and Word
- Using a Custom Contact Style
- Using a Custom Message Style
- Custom Printing with Excel

Archiving, Backing Up, and Restoring Outlook Data

- Archiving Your Outlook Data
- Archiving Your Data Manually
- Restoring Data After a System Failure or a Reinstallation
- Configuring Automatic Archiving
- Run AutoArchive Every *n* Days
- Prompt Before AutoArchive Runs
- Delete Expired Items
- Archive Or Delete Old Items
- Backing Up and Restoring Data
- Backing Up Your Outlook Data
- Backing Up Your Personal Folders
- Restoring Your Data
- Backing Up Additional Outlook Data

Moving Data in and out of Outlook with Import/Export

- Exporting Data
- Exporting Outlook Data to a pst File
- Exporting Addresses
- Exporting Data to a File
- Importing Data into Outlook
- Importing a vCard File
- Importing an iCalendar or a vCalendar File
- Importing from Another Program File

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Page 12 of 15

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Finding and Organizing Outlook Data

- Using Instant Search
- Configuring Instant Search
- Performing a Search
- Configuring Indexing Options
- Searching for Contacts
- Using Advanced Find
- The Advanced Find Dialog Box
- Specifying Advanced Search Criteria
- Organizing Data
- Organizing Your E-Mail
- Organizing Your Calendar
- Organizing Contacts, Tasks, and Notes
- Organizing Your Outlook Items Effectively

Sharing Calendars

- Sharing Your Calendar
- Managing Your Shared Calendar Information
- Understanding What Status Is Available
- Publishing Your Schedule
- Setting the Search Location for Free/Busy Information
- Refreshing Your Schedule
- Sharing Your Calendar Via E-Mail
- Sending a Link to Your Free/Busy Information Through E-Mail
- Changing the Free/Busy Status of an Item
- Working with Group Schedules
- Creating a Group Schedule
- Setting Up a Meeting or Sending Group E-Mail
- Creating Your Own Free/Busy Server

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Integrating Outlook with Other Office Applications

- Using Contacts for a Mail Merge in Word
- Filtering Contacts in or out of the Merge
- Performing a Mail Merge from Outlook
- Exporting Contacts to Excel
- Importing Contacts from Excel
- Exporting Tasks to Office Applications
- Using Notes in Other Applications

Using other options in Outlook

- Voting in Outlook
- Sending a Message for a Vote
- Casting Your Vote
- Viewing and Sorting Votes
- Setting Options for Voting
- Working Offline and Remotely

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