



Microsoft Outlook 2007: New Features

Overview: This course will teach the new features for improving the management, organization, and distribution of your Outlook items present in the latest release of Outlook 2007.

Prerequisites: Prior knowledge of Outlook 2003.

Course Length: Half Day

Course Content

Lesson 1: Exploring the Outlook Environment

To Explore the User Interface
Work with the Ribbon
Work with Contextual Tools
Customize the Calendar Views

Lesson 2: Managing Your Daily Tasks in Outlook 2007

Work with Mail Messages
Manage Tasks in the Calendar
Locate Information Quickly
Schedule a Meeting

Lesson 3: Sharing Information with Other Users

Share Your Calendar Information
Notify Others That You Will be Out Of Office
Share Information Using Electronic Business Card

Lesson 4: Protecting Your Information

Manage Junk Email
Authorize Users to Access Your Information
Recover Your Work

Lesson 5: Integrating Outlook with Other Applications

Integrate Outlook with Microsoft Office InfoPath 2007
Integrate Outlook with Windows SharePoint Services
Add RSS Feeds Through Outlook 2007
Publish the File in PDF or XPS File Format