Outlook 2007 Level 1

Exploring Outlook
- Working with Outlook
- Starting Outlook
- Using the Outlook Interface
- Changing Menu Options
- Displaying and Hiding Toolbars
- Using the Navigation Pane
- Customizing the Navigation Pane
- Using the Folder List
- Using the Office Button
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the To-Do Bar
- Using the Outlook Today Page
- Exiting Outlook
- Exploring Outlook

Getting Help
- Using Microsoft Outlook Help
- Using Type a Question for Help
- Using Office Online Help
- Getting Help

Sending and Receiving Messages
- Using Outlook's E-mail Features
- Using the Mail Pane
- Sending a Message
- Performing a Manual Send/Receive
- Reading Messages in the Reading Pane
- Reading Messages in the Message Window
- Using a Desktop Alert to Open a Message
- Changing the Reading Pane Layout
- Using AutoPreview
- Addressing Messages with the Address Book
- Using the Unread Mail Search Folder
- Changing the Read Status of a Message
- Viewing Sent Messages
- Replying to a Message
- Forwarding a Message
- Using the InfoBar
- Sending and Receiving Messages

Using Outlook Messaging Features
- Working with Message Formats
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- Formatting a Message
- Saving a Draft Version of a Message
- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Hiding and Displaying Header Fields
- Printing from the Message List
- Printing from the Message Window
- Using Outlook Messaging Features
Working with Components and Office
- Attaching a File to a Message
- Using the Attachment Viewer
- Saving a File Attachment
- Reading an Attachment in Word
- Using Picture Attachment Options
- Using the Office Clipboard
- Inserting a Hyperlink into a Message
- Creating a Signature
- Selecting Default Signatures
- Inserting a Signature
- Creating an Quick Part Entry
- Working with AutoArchive
- Working with Components and Office

Organizing Messages
- Arranging and Grouping Messages
- Sorting Messages
- Changing Folder Views
- Flagging a Message
- Flagging a Message with a Reminder
- Creating a New Search Folder
- Creating a Custom Search Folder
- Creating a New Folder
- Moving a Message to a Different Folder
- Deleting a Folder
- Deleting a Message
- Emptying the Deleted Items Folder
- Recovering Deleted Items
- Organizing Messages

Scheduling with the Calendar
- Using the Calendar Pane
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Working with the Daily Task List
- Editing Calendar Items
- Using Calendar Views
- Setting a Calendar Item as Recurring
- Moving Calendar Items
- Viewing Side by Side Calendars
- Using Calendar Overlay Mode
- E-mailing your Calendar as a Snapshot
- Viewing a Calendar Snapshot
- Printing Calendar Information
- Deleting Calendar Items
- Scheduling with the Calendar

Managing Meetings
- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Canceling a Meeting
- Creating Group Calendars
- Managing Meetings
Managing Contacts
Using the Contacts Pane
Adding a Contact
Editing a Contact
Adding a Contact’s Picture
Using Electronic Business Cards
E-mailing an Electronic Business Card
Receiving an Electronic Business Card
Using the Index
Flagging a Contact for Follow up
Adding a Reminder to a Follow Up
Categorizing a Contact
Tracking All Activities for a Contact
Creating a Distribution List
Using a Distribution List
Printing Contacts Information
Deleting a Contact
Managing Contacts

Working with Tasks
Using the Tasks Pane
Adding a Task
Creating a Recurring Task
Editing a Task
Marking a Task Complete
Sorting Tasks
Assigning a Task to Another Outlook User
Accepting/Declining Tasks
Indicating the Progress of a Task
Sending a Status Report
Viewing Tasks Assigned to Others
Printing Tasks Information
Viewing Tasks in the To-Do Bar
Deleting a Task
Working with Tasks

Working with Notes
Using the Notes Pane
Creating a Note
Opening a Note
Coloring a Note
Printing a Note
Deleting a Note
Working with Notes

Using the Journal
Opening the Journal Folder
Creating a Journal Entry
Assigning a Contact to a Journal Entry
Modifying Journal Entry Types
Deleting a Journal Entry
Using the Journal
Organizing Outlook Items
Assigning a Category to an Outlook Item
Modifying the Master Category List
Setting the Quick Click Category
Applying the Quick Click Category
Using Instant Search
Customizing Instant Search
Using the Query Builder
Using an Advanced Find
Using the Ways to Organize Pane
Using AutoCreate
Viewing the Reminder Window
Adding a Field to a View
Sorting Items in a Folder
Removing Fields from a View
Organizing Outlook Items