



Outlook 2007: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows XP: Basic* or equivalent experience

Unit 1: Getting started

Topic A: The program window

Topic B: Outlook Today

Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts

Topic B: Reading e-mail messages

Topic C: Creating and sending e-mail messages

Topic D: Working with messages

Topic E: Attachments

Unit 3: E-mail management

Topic A: Message options

Topic B: E-mail security

Topic C: Junk e-mail

Topic D: Search folders

Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts

Topic B: Distribution lists

Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Calendar views

Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting requests

Topic B: Meeting request responses

Topic C: Managing meeting responses