



Outlook 2007: Intermediate

Topic-Level Outline

Days: 1

Prerequisites: *Outlook 2007 Basic* or equivalent experience

Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: Groups and shortcuts

Topic C: Address books

Unit 2: Customizing messages

Topic A: Customizing message appearance

Topic B: Signatures

Topic C: Voting buttons

Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Instant and advanced search

Topic B: Filters

Topic C: Categories

Unit 4: Folders

Topic A: Personal folders

Topic B: Public folders

Topic C: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folders

Topic B: Organizing folders

Topic C: Setting rules