

## Information Technology and Computer Skills Training

# OUTLOOK 2007: BASIC MAIL AND CALENDAR TIPS (Virtual Lecture)

**Where:** Your Computer Desktop

**Time:** 9:00 a.m. - 10:00 a.m.

**Investment:** \$50.00

**NOTE:** This class is a Distance Learning Class to be taken at your workstation.  
This is not a hands-on class.

### Course Content

#### GETTING STARTED

- What's New In Microsoft Office Outlook 2007
- Getting Familiar With The Outlook 2007 Screen
- How To Use The Help Contents
- How To Get Help From Office Online

#### USING ELECTRONIC MAIL (E-MAIL)

##### Creating And Sending E-mail Messages

- How To Create An E-mail Message
- How To Address An Email Message By Selecting A Name
- How To Select Names Using The AutoComplete Feature
- How To Write The Text Of A Message
- How To Save And Open An Unfinished Message
- How To Edit And Format A Message
- How To Send A Message

##### Receiving And Reading Messages

- How To Mark A Message As Read Or Unread
- How To Reply To A Message
- How To Forward A Message
- How To Print A Message
- How To Delete A Message
- How To Retrieve A Deleted Message

#### WORKING WITH THE CALENDAR

- Understanding The New Interface
- How To View Your Calendar
- How To Navigate In The Calendar
- Scheduling Holidays, Appointments, Meetings and Events



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