



Microsoft Outlook 2007 - Staying Organized in Outlook

Click here for course dates and to register.

Microsoft Outlook - Staying Organized in Outlook is a 2 -hour course focused on teaching you the skills necessary to keep Outlook information organized. Students will learn to create email folders and rules to automatically organize email. Students will also learn to color code information based on different criteria settings and include reminders with tasks and appointments.

Target Student: Anyone interested in acquiring skills necessary to organize Outlook.

Prerequisites: Before taking this course, you should have a basic understanding of Microsoft Outlook.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to organize information in Outlook.

Other Outlook 2007 Courses:

Microsoft Outlook - Level 1 Learn about the features of Outlook including sending and receiving email, working with calendar tools, and staying organized with tasks and notes.

Microsoft Outlook - Working with the Calendar Learn how to use Outlook's calendar feature. Students will create and edit appointments and events. Students will also learn advanced calendar features for sharing and sending invitations.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create Email Folders
- Develop Rules to Automatically Organize Outlook Objects
- Add Color Coding Options
- Setup Reminders for messages, appointments and tasks

