



**THE
ENTERPRISE
CENTRE**

Outlook 2007 Introduction

1 Day

Workshop Goal

This **one day hands-on** workshop will familiarize participants to all the components of **Microsoft Outlook 2007** with emphasis on managing email, contacts, and appointment scheduling.

Topic Outline

Exploring Outlook
Getting Help
Sending and Receiving Messages
Using Outlook Messaging Features
Working with Components and Office
Organizing Messages
Using the Address Book
Scheduling with the Calendar
Managing Contacts
Working with Tasks
Organizing Outlook Items

Recommended Prior Learning

Completion of the **Windows** workshop or equivalent knowledge. This workshop introduces concepts and features fundamental to using Windows applications.