

Upgrading to Microsoft Outlook 2007 Course Outline

Duration: Half Day

Objectives: The main objective of this course is to introduce delegates to the rich new features and striking enhancements to Outlook 2007.

Pre-requisites: Attendees should have previous experience of using Microsoft Outlook.

● The New Look and Feel

Changes to the Interface

Using the Office Button

Working with the Ribbon

Understanding Tabs, Groups and
Commands

Using Contextual Tabs

Using the Quick Access Toolbar

Using the Mini Toolbar

Customising the Environment

Displaying RSS Feeds

● New Email Features

Using the Improved Out of Office

Using the New Attachment Previewer

● Organising your Outlook items

Using the New To-Do Bar

Searching with the New Instant Search

The New Colour Coded Categories and
Task Flags

● New Calendar Features

Viewing Calendars Side by Side

New Tasks Area

Emailing Your Calendar as a Snapshot

● Improved Security

Improved Junk Email Filter

The New Phishing Filter