

Upgrading to Microsoft Outlook 2007

Duration: 1/2 Day

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

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

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