

Microsoft Outlook 2007 Intermediate – 1 Day

In this course you will learn how to organise and enhance your email and contact information using folders as well as creating rules to automate tasks you need to perform on a regular basis. You will also learn more about different email accounts and setting up things like RSS.

In this course the following areas will be covered, we can also teach this content in either Outlook XP or 2003:

Section One: Advanced. Organization Tools

- Managing Folders
- Mail Management Tools
- Security Tools
- Instant Search
- Search Folders
- Finding Items in Outlook

Section Two: A Word Primer

- Selecting Text
- Moving Text
- Adding Fonts to Text
- Advanced Text Effects

Section Three: Doing More in a Message

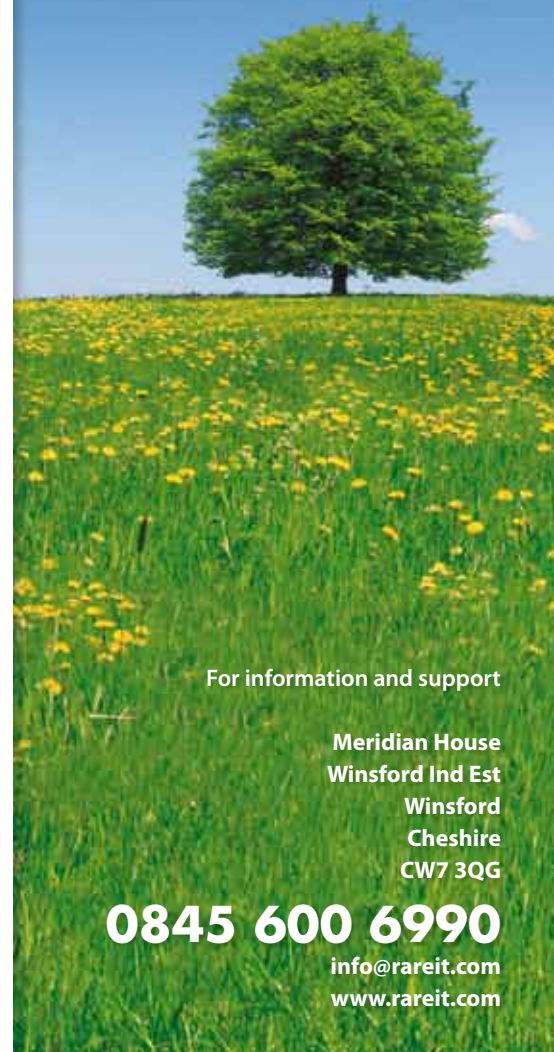
- Formatting Paragraphs
- Polishing Your Message
- Adding Word Elements
- Adding Outlook Elements

Section Four: Using E-Mail Features

- Mail Formats
- Signatures and Stationery
- Changing Message Options
- Advanced Message Options

Section Five: Understanding E-Mail Accounts

- E-Mail Accounts Overview
- Microsoft Exchange Server
- POP3
- IMAP
- HTTP
- RSS



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