# Outlook 2007
## Introduction
### 1 Day Course Outline

<table>
<thead>
<tr>
<th>Session</th>
<th>Content</th>
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</table>
| 1       | **Introduction to Outlook**  
|         | - Outlook components - Calendar, Contacts, Tasks, Journal, Notes, Inbox  
|         | - Navigating within Outlook  
|         | **Contacts**  
|         | - Entering contact information such as name, address, company, phone, fax, email address and web address  
|         | - Adding several contacts for the same company  
|         | - Printing contact lists  
| 2       | **Inbox**  
|         | - Using the inbox to read, respond to and manage email messages  
|         | - Finding all the messages from a single person or about a particular subject  
|         | - Filtering email  
|         | - Marking messages with follow up actions  
|         | - Addressing email by using the address book  
|         | - Distribution lists  
| 3       | **Calendar**  
|         | - Changing calendar views  
|         | - Using the date navigator  
|         | - Marking holidays  
|         | - Scheduling events, appointments and recurring appointments  
|         | - Moving appointments  
|         | - Printing the calendar  
| 4       | **Tasks**  
|         | - Adding single and repetitive tasks  
|         | - Prioritising tasks  
|         | - Indicating the percentage completion of a task  
|         | - Sending task requests to others  
|         | - Printing a task list  

March 11