



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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A Division of Moore Solutions inc

Microsoft® Office Outlook® 2007: Level 2 (Second Edition)

Course Specifications

Course number: 084897

Software: Microsoft® Office Outlook® 2007

Course length: 1.0 day(s)

Certification: Microsoft Certified Application Specialist – Outlook® 2007

Course Description

If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Course Objective: You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Target Student: This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Prerequisites: Before taking this course, students are required to take the following Element K courses or possess equivalent knowledge of:

- Windows® XP Professional: Level 1
- Windows® XP Professional: Level 2
- Windows® XP: Introduction
- Windows® 2000: Introduction
- Microsoft Office Outlook 2007: Level 1

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

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This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Hardware Requirements

For this course, you will need one computer for the classroom to run Microsoft® Windows Server® 2003 Standard Edition and Microsoft® Exchange Server® 2007 that meets the following system requirements:

- A x64 architecture-based computer with an Intel processor that supports Intel Extended Memory 64 Technology (Intel EM64T) or an AMD processor that supports the AMD64 platform.
- A minimum of 2 GB of RAM is required. 2 GB of RAM per server plus 5 MB of RAM per mailbox is recommended.
- A 20 GB hard disk or larger.
- A DVD-ROM drive, local or network accessible.
- A 1024 x 768 resolution monitor is recommended.
- A keyboard and mouse or other pointing device.
- Paging file size should be equal to the amount of RAM on the server plus 10 MB.

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 500 MHz Pentium-class processor or higher.
- 512 MB of RAM. Recommended 1024 MB of RAM.
- A 20 GB hard disk or larger.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows

Software Requirements

- Microsoft Windows Server 2003 x64 or Windows Server 2003 R2 x64 Standard or Enterprise

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- Microsoft.NET Framework Version 3.0
- Microsoft Windows® PowerShell
- Microsoft Active Directory®
- Microsoft Active Directory Application Mode (ADAM) SP1
- Microsoft Management Console (MMC) 3.0
- On all Mailbox servers with a 64-bit processor, you must install the hotfixes such as Update for Windows Server 2003 x64 Edition (KB904639) and Update for Windows Server 2003 x64 Edition (KB918980). In addition, Exchange 2007 requires that you do not have the Network News Transfer Protocol (NNTP) service or the Simple Mail Transfer Protocol (SMTP) service installed.
- Microsoft Exchange Server 2007

- Microsoft® Office Professional Edition 2007
- Microsoft Office Suite Service Pack 1
- Microsoft Windows Desktop Search Tool 3.01
- Windows XP Professional with Service Pack 2

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- customize the Calendar by setting various Calendar options.
- customize message options.
- track work activities using the Journal.
- assign and track tasks.
- share folder information.
- customize the Outlook environment.
- locate Outlook items.
- work with public folders.

Course Content

Lesson 1: Setting Calendar Options

Topic 1A: Set Work Days and Times

Topic 1B: Display an Additional Time Zone

Topic 1C: Set Availability Options

Lesson 2: Customizing Message Options

Topic 2A: Modify Message Settings

Topic 2B: Modify Delivery Options

Topic 2C: Change the Message Format

Topic 2D: Notify Others that You Will Be Out of the Office

Topic 2E: Create a Distribution List

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Topic 2F: Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

Topic 3A: Automatically Record a Journal Entry

Topic 3B: Manually Record a Journal Entry

Topic 3C: Modify a Journal Entry

Lesson 4: Managing Tasks

Topic 4A: Assign a Task

Topic 4B: Reply to a Task Request

Topic 4C: Send a Task Update

Topic 4D: Track Assigned Tasks

Lesson 5: Sharing Folder Information

Topic 5A: Specify Folder Permissions

Topic 5B: Delegate Access to Folders

Topic 5C: Access Another User's Folder

Topic 5D: Send Calendar Information in an Email Message

Lesson 6: Customizing the Outlook Environment

Topic 6A: Customize the Toolbar

Topic 6B: Create a New Toolbar

Topic 6C: Customize the Menu Bar

Topic 6D: Customize the Quick Access Toolbar

Topic 6E: Customize the To-Do Bar

Topic 6F: Create a Folder Home Page

Lesson 7: Locating Outlook Items

Topic 7A: Sort Messages Using Multiple Criteria

Topic 7B: Find Messages

Topic 7C: Find Outlook Items Using Multiple Criteria

Topic 7D: Filter Messages

Topic 7E: Organize Messages

Topic 7F: Manage Junk Email

Lesson 8: Working with Public Folders

Topic 8A: Create a Public Folder

Topic 8B: Add Users to a Public Folder

Topic 8C: Post Information in a Public Folder

Topic 8D: Send an Email Message to a Public Folder

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