

Microsoft Outlook 2007 Intermediate/Advanced

Working with Tasks

- Adding a Task
- Changing Task Views
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing a Task
- Completing a Task

Using the Journal and Notes

- Displaying the Journal
- Creating a Journal Entry Manually
- Creating a Journal Entry Automatically
- Relating a Journal Entry to a Contact
- Opening, Modifying, and Deleting a Journal Entry
- Changing Journal Views
- Working with Notes

Organizing and Finding Information

- Using Instant Search
- Refining Instant Search
- Exploring the Folder List
- Creating and Using Folders
- Managing Folders
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules
- Using Advanced Find
- Sorting and Grouping Information
- Filtering Information
- Color-coding E-mail Messages

Collaborating with Other Users

- Creating and Working with Meeting Requests
- Creating and Working with Group Schedules
- Setting and Publishing Free/Busy Appointment Time
- Opening Shared Calendars
- Sharing Your Calendar
- Sharing Outlook Folders
- Giving Delegate Permissions
- Working with Public Folders
- Taking and Tracking a Vote
- Publishing Your Calendar on the Internet

Customizing Outlook

Customizing Outlook's Toolbars and Menus

Starting Outlook Automatically

Creating and Working with Custom Views

Adding Fields to a View

Changing E-mail Options

Using Custom Groups

Managing Outlook Data

Archiving Manually and Accessing Archives

Using AutoArchive and Backing Up

Using the Personal Folders Backup Tool

Importing Information

Exporting Information

Working with Outlook Data Files

Working with Offline Folders

Advanced Outlook Topics

Using the Tools Together

Adding RSS Feeds

Viewing RSS Feeds

Using Outlook Web Access

Using Instant Messaging in Outlook