



**MCAS**  
Microsoft® Certified  
Application Specialist



Microsoft®  
**Outlook**  
2007  
Overview &  
Description

## Getting Started with Outlook 2007

### Overview/Description

Microsoft Outlook 2007 is an application used to manage your communication needs. It allows people to send and receive e-mail messages, and provides additional functionality to keep tasks, notes, appointments, and daily activities in one convenient location. This course addresses the basic features and functionality of Outlook 2007, including how to create e-mail messages, view and reply to incoming e-mails, and how to find information using Outlook 2007's basic Help features.

## Formatting and Managing E-mail in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 allows you to quickly organize and format e-mail messages using easy management and time-saving tasks. Outlook 2007 provides formatting features that can be applied to an e-mail message as it is being created, and also includes management tools to find and sort messages quickly. This course demonstrates how to use the various formatting features, and also explores such e-mail message options as signatures and voting buttons, and how to use and work with attachments. In addition, the course demonstrates methods of organizing e-mail using an assortment of views and color-coding techniques.

## Using the Calendar in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 provides an easy-to-manage calendar that allows for creation and management of appointments, meetings, and events in a single interface. It also provides a To-Do bar that displays all calendar entries, including tasks and their deadlines, in a customized view that simplifies scheduling. This course demonstrates how to customize the Outlook 2007 calendar using personalized views. It also demonstrates how to create and manage appointments, meetings, and events.

## Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 allows for easy creation and management of all contacts. It provides an easy to use interface for creating contacts, along with business cards, that can also be used for sending e-mail, making meeting requests and journal entries, as well as assigning tasks. Outlook also offers multiple views to easily manage and track tasks. In addition, it allows you to create and store notes for later reference. This course explores how to create and manage contacts, tasks, and notes. It also demonstrates how to customize the Outlook interface using Outlook Today, shortcuts, Favorite Folders, and the Navigation Pane.

## Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 is a versatile e-mail client application that offers numerous features for interacting and sharing information with others. This course demonstrates the new Outlook 2007 search feature, Instant Search, which is used to locate and manipulate e-mail messages and other Outlook items. It also explores printing options using a variety of print styles. Lastly, RSS feeds will be discussed in depth, explaining how Outlook 2007 users can conveniently view content from multiple sources, such as news outlets or blogs, from a central location.

## Customizing Outlook 2007 and Using the Journal

### Overview/Description

Microsoft Outlook 2007 is highly customizable. You can tailor the interface by selecting views – or modifying them – to suit your needs. Using a timeline you can track items, such as e-mail or phone conversations, within Outlook itself and also externally. In addition, Outlook allows you to configure and customize multiple e-mail accounts so that you can view e-mail messages from many different accounts within a single Outlook interface. This course demonstrates how to customize Outlook to meet a variety of such requirements, how to track items in Outlook, and how to configure additional e-mail accounts.

## Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 provides you with the tools you need to efficiently manage your e-mail messages. By using predefined or custom rules and alerts, you can organize your messages by moving, deleting, and forwarding them appropriately, and you can even choose to send an automatic reply to incoming e-mail. Outlook 2007 also provides a Junk E-mail Filter to ensure that any spam or unwanted e-mail messages are dealt with by permanently deleting them or moving them to another folder away from your regular e-mail messages. This course demonstrates how to configure rules and alerts to help organize e-mail messages, and how to adjust the Junk E-mail Filter settings to suit your needs.

## Working with SharePoint, Calendars, and Forms in Outlook 2007

### Overview/Description

Microsoft Outlook 2007 enables you to collaborate with others by using a SharePoint site to share information such as contacts and calendars. From within Outlook 2007 you can open, edit, and update SharePoint files, as well as update and add items to calendars on the SharePoint site. With Outlook 2007 you can easily share your calendar either through Outlook itself or online using an Internet Calendar. It also allows you to customize default forms to ensure they meet your needs. This course demonstrates how to use Outlook 2007 to connect to a SharePoint site and open, edit, and update SharePoint files, as well as create calendar items for the SharePoint site. It also explores how to share your Outlook 2007 calendar and customize, test, and publish customized forms in Outlook 2007.

## Data Security, Archiving, and Working Offline in Outlook 2007

### Overview/Description

You can use the enhanced security features included in Microsoft Outlook 2007 to protect your e-mail and computer from malicious attacks that can arrive in the form of incoming e-mail messages. The program also provides you with tools used to archive and manage the size of your mailbox to ensure that you can locally store your e-mail messages for future reference. With Outlook 2007 you can choose to work offline and access your e-mail messages without connecting to a server, and then synchronize Outlook with the server at a more convenient time. You can also connect to the Exchange Server using Outlook Web Access (OWA) at times when you do not have access to the Outlook application. OWA provides you with many of the same features that Outlook 2007 offers, but through a browser interface. This course demonstrates how to configure the security settings, offline access, and synchronization settings for Outlook 2007. The course also shows you how to access Outlook from the Internet, and how to archive data and manage your data file sizes.

## Instant, Text, and Unified Messaging in Outlook 2007

### Overview/Description

You can secure your e-mail in Microsoft Outlook 2007 using Information Rights Management (IRM), a feature that allows you to set access permissions for specific messages. Setting these restrictions secures your sensitive information against forwarding, printing, and copying. In addition, when used with an Exchange Server, Outlook 2007 provides you with a comprehensive messaging approach, including instant and text messaging to mobile devices. It also allows you to receive and listen to voice mail messages in your inbox, and send and receive faxes directly to and from your inbox. This course explains how to configure and implement IRM. It also discusses how to send and receive instant and text messages and faxes from your inbox, and how to configure Outlook for voice mail.

## Business Contact Manager with Outlook 2007

### Overview/Description

Microsoft Outlook 2007 with Business Contact Manager helps to save time and improve sales and marketing to ensure excellent customer service by providing customer and contact management in one central location. It allows you to easily manage all your contacts, customer information, and opportunities in one location making it easier to find and manage. It also allows you to create marketing campaigns and send them to prospective customers, as well as track any communications with your customers and contacts to ensure you stay organized. This course demonstrates how to setup Business Contact Manager with Accounts, Contacts, Opportunities, and Projects. It also demonstrates how to track and link items to records, as well as share and protect your data in the Business Contact Manager database.

## TestPrep Using Outlook 2007

### Overview/Description

To test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.