

## Outlook 2007: Basic

**Prerequisites:** *Windows XP: Basic* or equivalent experience

### **Unit 1: Getting started**

The program window  
Outlook Today  
Getting help

### **Unit 2: E-mail**

E-mail accounts  
E-mail messages  
Message options

### **Unit 3: E-mail management**

Managing e-mail  
Printing messages  
Address books

### **Unit 4: Contact management**

Managing contacts  
Categories

### **Unit 5: Tasks**

Working with tasks  
Managing tasks

### **Unit 6: Appointments and events**

Creating and sending appointments  
Categorizing appointments  
Modifying appointments  
Events

### **Unit 7: Meeting requests and responses**

Meeting requests  
Meeting request responses  
Managing meeting responses

### **Unit 8: Customizing Outlook**

Personal folders  
Organizing folders  
Signatures  
Voting buttons  
Interacting with the Internet