
Outlook 2007 - Roadmap

Which Class is Right for You?



- ❖ Do you send and receive mail without difficulty?
- ❖ Can you forward messages?
- ❖ Are you able to organize your mail using folders?
- ❖ Can you create a contact?
- ❖ Do you know how to make an appointment on your calendar?
- ❖ Can you create tasks for yourself as well as change a task's priority or status?
- ❖ Are you able to schedule meetings for yourself and colleagues?
- ❖ Do you know how to use notes and save them on the desktop?

→
NO

Take
Outlook 2007 – Introduction

↓ **YES**

- ❖ Can you sort, find and filter messages?
- ❖ Are you comfortable customizing the Outlook toolbar?
- ❖ Do you customize the To-Do Bar?
- ❖ Do you track activities using the Journal?
- ❖ Can you assign tasks to other people and track their progress?
- ❖ Do you know how to create a distribution list?
- ❖ Do you know how to notify others when you are Out of Office?
- ❖ Do you know how to use public folders?
- ❖ Do you know how to give someone else access to your folders?

→
NO

Take
Outlook 2007 – Intermediate

↓ **YES**

- ❖ Do you use Stationery and Signatures in your email?
- ❖ Can you create a custom Theme?
- ❖ Do you know how to create Search folders?
- ❖ Can you create a form and save it as a template?
- ❖ Do you know how to perform a Mail Merge using Outlook?
- ❖ Can you archive your data?
- ❖ Do you know how to insert a hyperlink into a message?

→
NO

Take
Outlook 2007 – Advanced