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New Features:
Course Overview

Notes

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In Outlook 2007, the first time you create a new message (or open one you receive) you will see the Ribbon. It's the band across the top of the window. You will encounter the Ribbon when you create or modify e-mail messages, calendar items, contacts, or tasks.

New Features also include the Office button, To-Do Bar, new navigation in the calendar, and a new format for contacts.

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Objectives for this course

- Move around in Outlook 2007 and understand some of the things that have changed.
- Find commands on the Ribbon to do common tasks: read and send e-mail, work with the calendar, and use your contacts.
- Send and receive pictures and attachments.
- Ensure that recipients will be able to open attached files that use the new 2007 Microsoft Office release file formats.

Notes

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Available Modules

- The Office Button
- The Quick Access Toolbar
- Sending Messages
- The Ribbon
- Sending Attachments
- Replying to or Forwarding a Message
- Opening Attachments
- Setting up Your Signature
- The To Do Bar
- Calendar
- Contacts
- Accessing Help

Notes

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This is the last slide.

Notes
