



Duration: 1 day

Outcome: The skills and knowledge acquired in Microsoft Outlook 2007 Level 2 will enable you to use some of the more advanced features of Microsoft Outlook 2007 to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, and create task requests for others to perform.

Content:

- Editing Messages
- Organising Messages
- Searching
- Working With Views
- Working With Rules
- Email Techniques
- Appointments And Events
- Scheduling Meetings
- Managing Contacts
- Task Requests