

Microsoft Office Outlook The Differences 2007

Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office Outlook

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous Microsoft Outlook.

Who should attend:

Anyone wishing to learn about the differences between the Outlook versions.

Duration: 3 hours

<p>New/Upgraded features</p>	<ul style="list-style-type: none"> Improved interface Instant search Colour categories Attachment previewer Week view changed in Calendar Change detail level on the Week and Month views in calendar To-Do Bar Flagging mail for follow-up Task integration on the Calendar Improved scheduling capabilities (if using Exchange Server) Calendar Snapshots Calendar overlays Publish calendars to Microsoft Office Online Electronic Business Cards Out of Office Assistant Unified messaging – voice mails and faxes can be delivered to your inbox (Exchange 2007) Junk E-mail Filter/phishing protection Free/busy information management (Exchange 2007)
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