

Outlook 2007 - Interface, Mail and Calendar

computer-based training course is now available on TrainingSpace

Course Description

Outlook 2007 - Interface, Mail and Calendar

This computer-based training course on TrainingSpace explores the interface, mail, and calendar features of Microsoft Outlook 2007. Students can proceed through the training at their own pace. There are numerous demonstrations and opportunities for hands-on practice.

Topics include:

- Exploring the Outlook 2007 Interface
 - Ribbon
 - Mini Toolbar
 - To-Do Bar
- Examining Mail Features
 - Viewing and Printing Messages
 - Attachment Preview
 - Minimizing and Maximizing the Navigation Pane
 - Flagging Mail for Follow-up
- Examining Calendar Features
 - Calendar Views
 - Out of Office Assistant
 - Scheduling Meetings

How Do I Register?

Pre-registration for this course through the Statewide Training Automated Registration System (STARS) is required. The course is listed in STARS as *TS: MS Outlook 2007 - Interface, Mail and Calendar*

OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>. Training Space courses are listed under Region: ALL STATEWIDE.

OTDA staff, please see your Training Coordinator if you are interested in applying for this training. Training Coordinators will process nominations through STARS. Supervisory approval is required.

Local district and voluntary agency staff should consult their Staff Development Coordinator for registration.

Once registered, you can access this course via Training Space (<http://www.trainingspace.org>). Access to Training Space is achieved through a Directory Services account (LDAP Account), which is different than your HSEN account. If you do not have a Directory Services account or have questions about your Directory Services account, contact your district/agency's LAN Administrator or the New York State Enterprise Help Desk (1-800-697-1323).

Questions?

If you have any questions or need registration assistance please contact Timothy J. Buddenhagen at tbuddenhagen@pdp.albany.edu or 518-956-7820.