



MICROSOFT OUTLOOK 2007 EXAM (70-604) OBJECTIVES

1. Managing Messaging

- 1.1 Create and send an e-mail message.
- 1.2 Create and manage your signature and automated messages.
- 1.3 Manage e-mail message attachments.
- 1.4 Configure e-mail message sensitivity and importance settings.
- 1.5 Configure e-mail message security settings.
- 1.6 Configure e-mail message delivery options.
- 1.7 View e-mail messages.

2. Managing Scheduling

- 2.1 Create appointments, meetings, and events.
- 2.2 Send meeting requests.
- 2.3 Update, cancel, and respond to meeting requests.
- 2.4 Customize calendar settings.
- 2.5 Share your Calendar with others.
- 2.6 View other calendars.

3. Managing Tasks

- 3.1 Create, modify, and mark tasks as complete.
- 3.2 Accept, decline, assign, update, and respond to tasks.

4. Managing Contacts and Personal Contact Information

- 4.1 Create and modify contacts.
- 4.2 Edit and use an electronic business card.
- 4.3 Create and modify distribution lists.
- 4.4 Create a secondary address book.

5. Organizing Information

- 5.1 Categorize Office Outlook 2007 items by colour.
- 5.2 Create and manage Office Outlook 2007 data files.
- 5.3 Organize mail folders.
- 5.4 Locate Office Outlook 2007 items by using the search feature.
- 5.5 Create, modify and remove rules to manage e-mail messages.
- 5.6 Customize your Office Outlook 2007 Experience.