

Exam 70-604:
Using Microsoft® Office
Outlook® 2007

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 color
- 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