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Department of Continuing Education

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Semester Start Dates:

- September 21
- October 19
- November 9
- December 14

Online Course Format:

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

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Introduction to Microsoft Outlook 2007 \$99

Want to learn Microsoft Outlook 2007 fast? Want to become a confident and productive user of this powerful program without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook 2007 and get up and running quickly with the most important aspects of the program, from basic e-mailing to automating your work with rules. You'll learn security basics and how to perform maintenance tasks, like backing up your data. You'll even create a Google Gmail account for class assignments and personal use. You'll also interact with other students and an instructor whose Outlook books, articles, and online courses have helped thousands of people like you learn the essentials of earlier editions of Outlook. Whether you're new to Outlook or you've been using it for years, you're sure to learn something useful in every lesson.

Requirements:

- **Microsoft Office Outlook, any edition (Software must be installed and fully operational before the course begins.)**
- **Windows XP or Vista**
- **Internet access**
- **e-mail**
- **Microsoft Internet Explorer or Mozilla Firefox Web browser**
- **Adobe Flash (free download at adobe.com)**
- **Adobe Acrobat (free download at adobe.com)**

Note: This course is not suitable for Macintosh users, nor for users of any older versions of Microsoft Outlook.

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