



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