



MS Outlook II: Arranging Meetings and Assigning Tasks with Outlook When Linked to an Exchange Server Network

Sub-Topic 1	Schedule Meetings
Description	Using the Calendar, Schedule Assistant and Room Finder features, sending E-mail meeting attendance requests, accept or reject schedule
Sub-Topic 2	Assigning Tasks
Description	Assigning tasks by Outlook e-mail, accept or reject, track assigned tasks, sending status reports
Sub-Topic 3	Sharing MS Outlook Features with Exchange servers network
Description	Collaborate with calendars and public folders

IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Outlook I: Introduction to Outlook*, is required.