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