

Outlook 2003 Introduction

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Send and receive messages
- Manage messages
- Use contacts
- Schedule using the calendar
- Use tasks
- Use notes

Pre-requisites

Experience of Windows 2000 or later. Basic keyboard skills

Course Contents

Outlook Essentials

- Getting started
- The Outlook environment
- Ending an Outlook session
- Printing

Communicating with Mail

- Reading messages
- Filtering messages
- Sending messages
- Formatting messages
- Forwarding and replying to messages
- Managing messages using folders
- Deleting and restoring messages

Organising Contacts

- Using a contact list
- Managing contacts
- Using different views

Scheduling with Calendar

- Views in Calendar
- Making and modifying appointments
- Managing appointments
- Creating recurring appointments
- Creating all day events
- Deleting appointments

Tasks

- Creating tasks
- Using recurring tasks
- Marking a task as completed

Using Notes

- Writing a note
- Editing a note
- Changing note settings