



Outlook 2003

Prerequisites Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.

Duration This is a 1 day course

Course Content

Getting Started

- Starting Outlook
- Understanding the Display Screen
- Using Personalized Menus
- Changing Menu Options
- Using Toolbars
- Using the Navigation Pane
- Using Outlook Today
- Customizing Outlook Today

Working with the Inbox

- Creating Messages
- Sending and Recalling Messages
- Adding Options to a Message
- Using the Reading Pane
- Reading Messages
- Printing Messages
- Replying to a Message
- Forwarding a Message
- Attaching a File to a Message
- Working with Attachments
- Working with Hyperlinks
- Using the Office Clipboard Task Pane
- Using the Smart Tag Action Button

Using Folders to Manage Mail

- Understanding Folders
- Working with Folders
- Creating a Folder
- Moving Messages to a Folder
- Using the Drafts Folder
- Using the Favorite Folders Pane
- Using Public Folders

Using Special Mail Features

- Creating and Using Distribution Lists
- Using the Organizer Pane
- Managing Junk E-Mail
- Using the Rules Wizard
- Working with Rules
- Using the Out of Office Assistant

- Creating a Signature
- Creating and Using Delegates
- Using Voting Buttons
- Tracking Voting Buttons
- Changing Outlook 2003 Defaults
- Cleaning Up Your Mailbox
- Working Offline

Working with Calendars

- Using the Calendar
- Creating Appointments and Events
- Creating a Recurring Appointment
- Modifying Appointments and Events
- Copying and Moving Calendar Items
- Viewing Other Users' Calendars
- Creating a Group Schedule

Working with Meetings

- Creating Meetings
- Responding to a Meeting Request
- Modifying a Meeting
- Deleting a Meeting

Working with Contacts

- Adding a Contact
- Updating and Deleting a Contact
- Creating Messages Using a Contact
- Working with Categories

Using Tasks

- Creating Tasks
- Modifying Tasks
- Assigning Tasks
- Deleting Tasks

Using Special Outlook Features

- Using the Find Bar
- Working with Shortcuts
- Using AutoArchive
- Using the Web Toolbar
- Working with Views
- Working with Notes
- Understanding Outlook Security