

Outlook 2003 Level 1

1-day course
Course Code: C131

Who should attend? This course is intended for new users of Outlook 2003.

Prerequisites Windows XP, Windows 98, Windows NT 4.0, or Windows 2000

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Explore the Outlook 2003 environment and create customized notes
- Communicate with electronic mail quickly and easily
- Manage contact information and track communications
- Address, distribute, file, sort, find, and manage messages efficiently
- Record, prioritize, and track tasks
- Schedule and manage appointments efficiently
- Coordinate and schedule meetings with others
- Select print styles and print Outlook items

Course Content

Understanding the Outlook Environment
Working in Outlook; Creating and Customizing Notes;

Communicating with E-Mail Messages
Creating and Sending Messages; Replying to, Forwarding, and Deleting Messages;

Working with Contacts
Managing Contacts; Tracking Communications in the Journal;

Managing Messages
Creating Distribution Lists; Organizing, Sorting, and Finding Messages; Managing Junk E-Mail;

Managing Tasks
Creating, Editing, and Deleting Tasks; Organizing, and Tracking Tasks;

Scheduling and Managing Appointments
Scheduling Appointments; Managing Appointments; Calendar Options;

Scheduling Meetings
Planning, Requesting, and Scheduling Meetings; Rescheduling and Cancelling Meetings;

Printing Outlook Items
Selecting Print Styles and Printing Messages; Printing Schedules and Contact Lists;