

Microsoft Outlook 2003 – Module 1

Course Duration: 1 day

Prerequisites: Microsoft Windows

The Fundamentals

- What's New in Outlook 2003?
- Starting Outlook
- Understanding the Outlook Screen
- Using the Outlook Bar
- Using Menus
- Using Toolbars
- Filling Out Dialog Boxes
- Keystroke and Right Mouse Button Shortcuts
- Composing and Sending E-mail
- Receiving E-mail
- Using the Folder List
- Cutting, Copying, and Pasting Text
- Creating an Appointment
- Viewing the Calendar
- Editing and Rescheduling Appointments
- Using the Contact List
- Viewing, Editing, and Deleting Contacts
- Using the Tasks List
- Using Notes
- Working with Outlook Today
- Getting Help from the Office Assistant
- Changing the Office Assistant
- Using the "What's This" Button
- Printing an Item
- Exiting Microsoft Outlook

Using E-mail

- Composing and Sending E-mail
- Specifying Message Options
- Receiving and Sorting Messages
- Replying to a Message
- Forwarding a Message
- Checking Your Spelling
- Inserting a Hyperlink
- Attaching a File to a Message
- Opening an Attachment
- Finding Messages
- Deleting Messages
- Exploring the Folder List

Using the Address Book

- Introduction to the Address Book
- Configuring the Address Book
- Adding New Entries
- Searching the Address Book and Editing Entries
- Creating a Distribution List
- Deleting Contacts and Distribution Lists

Using the Contacts List

- Adding a Contact
- Editing and Deleting Contacts
- Adding an E-mail Sender to the Contact List
- Mapping a Contact's Address on the Internet
- Changing Views
- Using the Actions Menu
- Printing the Contact List

Using the Calendar

- Scheduling an Appointment
- Viewing the Calendar
- Editing and Rescheduling Appointments
- Scheduling an Event
- Setting Reminders
- Copying Appointments
- Configuring Calendar Options
- Working with Recurring Appointments
- Printing the Calendar
- Changing Calendar Views

Using the Tasks List

- Using the Tasks List
- Creating a Recurring and Regenerating Task
- Changing Task Views

Using the Journal

- Recording Items in the Journal Automatically
- Viewing the Journal
- Manually Creating a Journal Entry
- Opening, Modifying, and Deleting a Journal Entry
- Creating Journal Entries Related to a Contact
- Changing Journal Views