



PREREQUISITES

Delegates attending an Introductory Level Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP.

COURSE OBJECTIVES

This one day course is designed to give delegates the confidence to use Microsoft Outlook to send and receive E-Mails, Schedule Meetings and use the Electronic Diary.

MICROSOFT OUTLOOK INTRODUCTION – ONE DAY

Course Content

Overview Of Outlook 2003

Outlook 2003 Features
The Outlook 2003 Screen And Toolbars
Help And The Office Assistant

Outlook Today

Setting Outlook Today As The Default Page
Changing The Display In Outlook Today

Inbox

Viewing E-Mail
Creating E-Mail
Saving E-Mail
Personal Distribution Lists
Sending E-Mail
Importance Indicators
Flagging
Creating Signatures
Formatting Messages
Creating Voting Slips
Attaching Files
Out Of Office Assistant
Rules Wizard
Creating Folders / Subfolders
Archiving
Printing E-Mail
Deleting E-Mail
Find
Organise

Calendar

Changing Views
Customising Calendar Views
Scheduling Appointments
Arranging Meetings
Responding To Meeting Requests
Viewing Responses To Meeting Requests
Creating A Meeting With A Contact
Rescheduling And Cancelling Meetings
Printing The Calendar

Tasks

Creating New Tasks
Editing Tasks
Assigning Tasks
Tracking Tasks
Viewing Tasks
Deleting Tasks

Journal

Manually Recording An Entry
Creating A New Journal Entry
Automatically Recording Entries

Contacts

New Contacts
Amending Contacts
Sorting By Contact's Details
Searching For Contacts
Forwarding Contact Details
Flagging For Follow Up Action And E-Mails
Printing Contacts

Notes

Creating Notes
Using Outlook Facilities With Notes
Changing Notes

Permissions

Setting Permissions For Outlook 2003 Folders
Opening Colleagues Folders
Setting Permissions For Personal Folders