Outlook 2003 Introduction

Duration: 1 Day

Course Overview:

This comprehensive one-day course allows students to learn the fundamentals of Outlook 2003. Outlook 2003 is an all-encompassing information management system designed to help you organize your desktop, communicate with others, and share data among your systems applications. Topics covered in this course will provide the student with the skills he/she needs to start sending and responding to email in Outlook 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

Students Learn:

- Compose messages
- Identify the components of the Outlook environment
- Compose and respond to a simple message
- Use folders to manage mail
- Schedule appointments
- Schedule meetings
- Manage contacts and contact information
- Create and edit tasks and notes

Who Should Attend: Anyone interested in learning how to use Outlook 2003 to integrate e-mail, schedule appointments, and to track tasks or activities for either personal or business communications.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Exploring Outlook and Working with Contacts

Introduction
About Contacts
Using Address Books
Working with Contacts
Printing Contact Information
Quitting Outlook

Working with E-Mail

About E-Mail
E-Mail Message Components
Creating and Sending E-Mail Messages
Receiving and Viewing E-Mail Messages
Viewing and Saving E-Mail Attachments
Responding to E-Mail Messages
Deleting E-Mail Messages
Previewing and Printing E-Mail Messages

Using E-Mail Options

Modifying E-Mail Message Settings
Using Delivery Options for E-Mail Messages
Using the Out of Office Assistant
Assigning Messages to Categories
Saving Messages in Various Formats
Creating a Contact from an E-Mail Message

Working with the Calendar

Introduction to the Calendar
Changing Calendar Views
Setting Calendar Options
Scheduling and Managing Appointments
Scheduling Events

Working with the Calendar (cont.)

Printing Calendar Information
Sharing Calendars
Deleting Appointments and Events

Creating and Managing Tasks

Introduction to Tasks
Creating Tasks
Modifying Tasks
Setting Reminders
Marking Tasks as Completed
Changing Task Views
Printing Tasks
Deleting Tasks

Finding and Organizing Outlook Information

Using Outlook Tools to Find and Organize Data
Using Folders
Grouping and Sorting Items
Adding and Deleting Fields
Filtering Outlook Items
Organizing Outlook Items
Finding Items

Appendix A: E-Mail Via the Internet

Outlook Web Access
OWA Security Options
Out of Office Assistant

Appendix B: Feature Comparison—Outlook 2003 vs. OWA