

# Microsoft Outlook 2003



This course is designed for the new or inexperienced user who has a need to use Outlook efficiently. Delegates attending the course will be able to send and receive emails, file them, and find them. It also includes using the calendar, contacts, notes, tasks and the journal.

***This course can be tailored to your specific needs.***

**Duration:** 1 day

**The course covers the following: -**

## Outlook Basics

- ▶ The Outlook Environment
- ▶ Navigate Through Outlook

## Sending E-mails

- ▶ Compose an Email
- ▶ Check the Spelling
- ▶ Add an Attachment
- ▶ Add Importance
- ▶ Create an AutoSignature
- ▶ Send a Courtesy Copy and a BCC

## Receiving Email

- ▶ Understand the Inbox
- ▶ Read a Message
- ▶ Reply to a Message
- ▶ Adjust the Message View
- ▶ Mark a Message as Read
- ▶ Open and Save Attachments
- ▶ Forward a Message
- ▶ Delete a Message

## E-Mail Techniques

- ▶ E-mail Management
- ▶ Print a Message
- ▶ Format a Message
- ▶ Create a Folder
- ▶ File Messages
- ▶ Find a Message
- ▶ Flag a Message

## Working With The Calendar

- ▶ Change Calendar Views
- ▶ Create a Second Time Zone
- ▶ Schedule an Appointment
- ▶ Move Appointments
- ▶ Create a Recurring Appointment
- ▶ Print the Calendar
- ▶ Schedule a Meeting
- ▶ Meeting Response Options
- ▶ Cancel a Meeting
- ▶ Tracking Meeting Responses

## Contacts

- ▶ Create a New Contact Card
- ▶ Add a Contact to an Existing Company
- ▶ Insert a Contact Picture
- ▶ Delete a Contact
- ▶ Forward Contact Details
- ▶ Create a Distribution List
- ▶ Add a Contact From an E-mail

## Tasks

- ▶ Create Tasks
- ▶ Change Task Views
- ▶ Mark Task as Complete
- ▶ Delete a Task
- ▶ Create a Task Request
- ▶ Respond to a Task request
- ▶ Update Tasks

## ▶ Journal

- ▶ Locate and View Journal Entries



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