

USING MICROSOFT OFFICE OUTLOOK 2003 - LEVEL 1

Course Length: 3 hours

Prerequisites: Familiar with the Windows environment.

Course Overview

Microsoft Office Outlook is a personal information management application which lets you store, organize, retrieve and exchange information (i.e., email messages, schedules, contacts, notes, etc...) easily with others. In the *Using Microsoft Office Outlook Level 1* course, you will learn how to create, send, read, reply to, forward, and manage email messages. You will learn how to attach files to messages and create a distribution list. You will also learn how to use the calendar features (schedule appointments, meetings, and events), to do list features (Tasks), and notes. Finally, you will learn how to setup, find, modify, import and export, delete and print contacts and use the mail merge feature.

Getting Started

- Startup Outlook
- View Outlook Folders
- View other folders
- Exit Outlook

Using the Inbox

- The Inbox Toolbar
- Using Word as your Email Editor
- Compose a Message
- Format a Message
- Setup an AutoSignature
- Check Spelling
- Attach Files
- Set Message Options
- Send a Message
- Create a Distribution List
- Check for New Mail
- Read a Message
- Reply to a Message
- Reply to All
- Forward a Message

Managing your Email Messages

- Find a Message
- Sort and Group Messages
- Create a New Folder
- Copy /Move/Delete a Message

- Restore a Message

- Empty the Deleted Items folder

Using the Calendar

- View Appointments
- Schedule an Appointment
- Schedule a Recurring Appointment
- Set a Reminder
- Reschedule an Appointment
- Delete an Appointment
- Schedule an Event
- Using the Meeting Planner

Using Tasks and Notes

- Create a Task
- Mark a task completed
- Delete a Task
- Create a note
- Send a note via an email message

Working with Contacts

- View Contacts
- Create a Contact
- Edit and delete a Contact
- Import/Export Contacts
- Print Contacts

Using Mail Merge

