

Microsoft Outlook 2003 Introduction

Course Aims

To use the Desktop Information Manager application Microsoft Outlook 2003 to store and organise personal and business information. You will learn to send and receive email, schedule meetings and appointments, create a list of contacts and manage tasks.

Course

Getting started with Outlook 2003

e-mail messages
create new email, reply, reply to all and forward emails.
address emails to one or more recipients
insert a file attachment
create a signature
reading email messages
viewing options
read email message
open file attachments
organise mail folders
navigate between folders
sort items in folders
move items
delete or archive mail messages
create folders
flag mail messages
filter views
contacts
use contacts / global address lists to address message
display different address lists
find names in list
create, edit and delete a contact
sort contacts list
find contacts

calendar

navigate in calendar
schedule events
schedule recurring events
customise calendar

tasks

create a task
update a task
delete a task
change task views
assign a task
accept / decline a task

notes

create / edit / delete a note

share data

create a new office document in Outlook
use the clipboard
integrate outlook and share data

print

define print style, print emails
preview and print calendar items

Assumed Knowledge

No previous experience of the application is required, but you should be confident using a PC and Windows and ideally have used other Office software (for example Microsoft Word) before.

Course Audience

Intending, new or recent MS Outlook 2003 users who need to get to grips with using the essentials of this electronic desktop information management system in a short space of time.