

# Outlook 2003: Basic

1 Day

## Description

This course is the first in a series of three Microsoft® Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

## Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of:

- ✓ Windows XP: Introduction

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ identify the components of the Outlook environment and compose and respond to a simple message.
- ✓ compose messages.
- ✓ use folders to manage mail.
- ✓ schedule appointments and events.
- ✓ schedule meetings.
- ✓ manage contacts and contact information.
- ✓ create and edit tasks.
- ✓ create and edit notes.

## Outline

### Unit 1: Getting started

Topic A: The program window  
Topic B: Outlook Today  
Topic C: Getting help

### Unit 2: E-mail

Topic A: E-mail accounts  
Topic B: E-mail messages  
Topic C: Handling messages

### Unit 3: E-mail management

Topic A: Managing e-mail  
Topic B: Printing messages  
Topic C: Address books

### Unit 4: Contact management

Topic A: Managing contacts  
Topic B: Categories

### Unit 5: Tasks

Topic A: Working with tasks  
Topic B: Managing tasks

### Unit 6: Appointments and events

Topic A: Creating and sending appointments  
Topic B: Categorizing appointments  
Topic C: Modifying appointments  
Topic D: Working with events

### Unit 7: Meeting requests and responses

Topic A: Working with meeting requests  
Topic B: Responding to meeting requests  
Topic C: Handling meeting responses  
Topic D: Microsoft NetMeeting

### Unit 8: Customizing Outlook

Topic A: Personal folders  
Topic B: Organizing folders