

Outlook 2003: Basic

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: The Essentials

Lesson 1.1: An Overview Of Microsoft Office

Outlook

- System Requirements
- Launching And Closing Outlook

Lesson 1.2: The Outlook Interface

- Outlook Today
- The Navigation Pane
- The Reading Pane
- Task Panes
- Using Shortcut Menus
- Using Shortcut Keys
- Working With Dialog Boxes

Lesson 1.3: Using Toolbars

- An Overview Of Toolbars
- The Standard Toolbar
- The Web Toolbar
- The Advanced Toolbar

Lesson 1.4: Using Help And Support

- Using The Office Assistant
- Using The "Type A Question" Box
- Using Outlook Help

Section 2: Electronic Mail

Lesson 2.1: Configuring An E-Mail Account

- Types Of E-Mail Accounts
- How To Create And Change An E-Mail Account
- How To Send And Receive E-Mail

Lesson 2.2: Working With E-Mail Messages

- Opening, Printing, And Editing Messages
- Replying, Forwarding, And Re-Sending Mail
- Opening And Saving Attachments
- Deleting Messages
- Organizing Messages
- Finding Messages

Lesson 2.3: Composing E-Mail

- New Message Overview
- Using The Address Book
- Inserting Attachments
- Inserting Hyperlinks
- Using The Drafts Folder

Lesson 2.4: Mail Formatting

- Features When Using Word As The E-Mail Editor
- Using The Outlook E-Mail Editor
- About Plain Text
- About Rich Text Format
- About Hyper Text Markup Language (Html)

Lesson 2.5: Signatures

- Setting Signature Options
- Creating A Signature
- Using Signatures

Lesson 2.6: Printing And E-Mail Message

- Using Print Preview
- About Print Styles
- Using Page Setup
- Printing A Selection
- Using Stationery

Outlook 2003: Basic, continued

Section 3: Information Management

Lesson 3.1: Outlook's Calendar

- Using Outlook's Calendar
- Creating A New Appointment
- Appointment Options
- Customizing How You View Your Calendar

Lesson 3.2: Using The Contacts Folder

- Creating A Contact
- Distribution Lists
- Customizing Contacts Views

Lesson 3.3: Using Tasks

- Creating And Editing Tasks
- Task Options
- Customizing How You View Tasks

Lesson 3.3: Using Notes

- Creating And Editing Notes
- Note Options
- Customizing The Notes View

Section 4: Managing Folders

Lesson 4.1: Managing Folders

- Creating, Naming, Renaming, And Deleting Folders
- About Folder Types
- About Folder Views

Lesson 4.2: Mail Management Tools

- Using The Rules And Alerts Wizard
- Using The Organize Pane
- Configuring Junk E-Mail Options
- Applying Blocked And Safe Senders Lists

Lesson 4.3: Search Folders

- Creating Search Folders
- Customizing Search Folders
- Using Search Folders
- About Favorite Folders

Lesson 4.4: Finding Items In Outlook

- Using Find In The Tools Menu
- Using Basic Search
- Using Advanced Find
- Finding Contacts

Appendix A: Customizing The Outlook Interface

- Using And Customizing The Main Menu
- Customizing Toolbars

Appendix B: E-Mail Account Types

E-Mail Accounts Overview

- Setting Up Your E-Mail Account
- Overview Of E-Mail Account Types
- Setting Send/Receive Options

Microsoft Exchange Server

- Setting Up An Exchange Mailbox
- How An Exchange Mailbox Looks
- How An Exchange Mailbox Works
- Extra Features Available On Exchange

Pop3

- Setting Up A Pop3 Mailbox
- How A Pop3 Account Looks
- How A Pop3 Account Works
- Additional Features

IMAP

- Setting Up An IMAP Mailbox
- How An IMAP Mailbox Looks
- How An IMAP Mailbox Works
- Additional Features

HTTP

- Setting Up An HTTP Mailbox
- How An HTTP Account Looks
- How An HTTP Account Works
- Additional Features