



Introduction to Outlook 2003/2007

Course Outline

Duration: 1 Day

Getting Started

Starting and Closing Outlook
Parts of the Screen
Menus and Toolbars
Using the Navigation Pane to Move Around
Resize the Navigation Pane
The Folder List

Using Electronic Mail

Creating an E-mail Message
Saving Unfinished Messages
Defining E-mail Options for a Message
Resending a Message
Attaching Files to a Message
Saving and Opening Attachments

Receiving and Reading Messages

Checking For New Messages
Reading Messages in the Reading Pane
Marking Messages as Read or Unread
Replying to/Forwarding a Message
Using AutoPreview
Print, Deleting and Retrieving a Message

Flagging Messages

Flagging outgoing and incoming Messages
Change the Due Date for a Flag
Viewing Flagged Items
Removing Flags

Managing Email Messages

Arranging and Finding Messages
Customising How You View Messages
Filtering Messages
Colour-Code Your Messages
Managing Messages Using Views

Organising Messages in Folders

Creating and deleting Folders
Move a Message to a Folder

Using the Search Folders

What Are Search Folders?
Using Existing Search Folders
Creating a Custom Search Folder
Renaming and deleting a Search Folder

Working with Contacts

Methods for Adding a Contact
Finding, changing, sorting and printing
Contacts
Organising Contacts Folders and Categories
Creating, Sending and saving a vCard
Creating and deleting a Distribution List

Working with the Calendar

Ways to View Your Calendar
Scheduling Holidays, Appointments & Events
Creating Recurring Items
Organising Meeting Request
Accepting and declining a Meeting Request
Proposing a New Meeting Time
Updating or cancelling a Meeting Request

Working with Tasks

Creating personal Tasks
Assigning Tasks to Categories
Delegating Tasks and sending Task updates

Getting Help

Using Searching and Content Help
Using Microsoft Office Online

Using Shortcut Keystrokes