

**MICROSOFT OUTLOOK 2003 PART I****1/2 DAY**

This course is intended as an introduction to Microsoft Outlook 2003. It aims to explain key introductory concepts needed to become a proficient user of the Outlook 2003 program. On completion of the course it is hoped that the attendees will have a good practical, working knowledge of the basics of Outlook and a sound fundamental basis on which to build the participants own knowledge of the program

**Unit 1 – Intro to Outlook**

- The Outlook Screen
- The Outlook Toolbars
- Adding Shortcuts
- Adding Groups
- Folder Lists
- Working With Folders
- Outlook View Options

**Unit 2 – Email**

- Opening a Message
- Deleting a Message
- Creating a Message
- Addressing Options
- Replying to Messages
- Using the Address Books
- Saving Messages to Folders
- Working With Attachments
- Setting Message Flags
- Using the Out of Office Assistant
- Creating Rules

**Unit 3 – Contacts**

- Different Ways to Add a Contact
- Contact View Options
- Creating New Messages, Appointments & Meetings From the Contact List
- Forwarding a Contact

**Unit 4 – Calendar**

- Calendar Views
- Appointments
  - Scheduling an Appointment
  - Setting Reminders
  - Moving, Copying & Deleting an Appointment
  - Recurring Appointments
  - Save an Appointment in iCalendar or vCalendar Format

**Unit 5 – Meetings**

- Scheduling a Meeting
- Inviting Attendees
- Reserving Resources
- Editing the Meeting Request
- Viewing Responses to Meeting Requests
- Rescheduling Meetings
- Cancelling Meetings
- Message Flags
- A Little About Events