



Central IT Training

Outlook 2003 Intermediate

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of Outlook enabling you to use more advanced E-mail and Contacts features and utilise the Calendar and Tasks.

Minimum Requirements

Delegates should have a good basic knowledge of Outlook to Introduction level.

Course Contents

Electronic Mail

- Recalling Sent Messages
- Filtering Mail Folders
- Column Fields
- Setting Rules
- Using the Rules Wizard
- Using the Out of Office Assistant
- Applying E-Mail Themes
- Inserting a Signature
- Assigning Categories
- Adding New Categories
- Sorting Folders by Category
- Creating a Distribution List

Tasks

- What are Tasks?
- The Tasks Screen
- Creating a New Task
- Marking a Task complete
- Deleting a Task
- Creating a Task Request
- Responding to a Task Request
- Assigning a Task to Another
- Updating a Task Status
- Task Status Reports
- Searching for a Task
- Sorting and Filtering Tasks
- Assigning Categories

Contacts

- Adding More Details
- Customising Contacts
- Creating Multiple Contact Lists
- Grouping Contacts
- Mapping Addresses
- Create an E-Mail
- Create a Meeting Request
- Creating Tasks for Contacts
- Linking Existing Items to a Contact
- Printing Contact Lists
- Contact Information from an Item

Calendar

- The Calendar Screen and Views
- Navigating Around the Calendar
- Adding an Appointment
- Altering an Appointment
- Setting appointment Reminders
- Adding Recurring Appointments
- Deleting an Appointment
- Organising a Meeting
- Checking Availability of Others
- Inviting Attendees
- Responding to a Meeting Request
- Printing the Calendar