



# Central IT Training

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## Outlook 2003 Introduction

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

### Overview

This course is designed to give you a good basic knowledge of Outlook enabling you to manage your E-mail and work with Contacts and Notes.

### Minimum Requirements

Delegates should have a basic knowledge of Windows.

## Course Contents

### The Basics

- About Outlook
- The Outlook Screen
- The Outlook Bar
- The Folder List

### Electronic Mail

- The Inbox Folder
- Opening a Message
- Replying to a Message
- Forwarding a Message
- Sending a New Message
- Adding Message Options
- The Address Book
- Spell Checking
- Formatting a Message
- Deleting a Message
- Printing a Message
- Sorting Message Folders
- Message Views
- Preview Pane and Auto Preview
- Outbox Folder
- Sent Items Folder
- Deleted Items Folder
- Creating Folders
- Moving Messages to Folders
- Finding Messages
- Flagging Messages
- Marking Messages as Unread

### Attaching Files

- Attaching a File to a Message
- Opening an Attached File
- Saving an Attached File
- Viruses

### The Outlook Bar

- Adding a shortcut
- Removing shortcuts
- Adding New Groups
- Moving Shortcuts to New Groups

### Contacts

- About Contacts
- The Contacts Screen
- Adding a Contact
- Editing a Contact
- Printing Contacts
- Searching for a Contact
- Contact Views
- Using the Preview Pane

### Notes

- About Notes
- Creating Notes
- Deleting Notes
- Printing Notes