

Microsoft ®

Outlook 2003 Course Outline

Foundation Level

INTRODUCTION TO OUTLOOK 2003

- What Is Outlook 2003?
- Outlook 2003 Workspace
- Customise Outlook Today
- The Navigation Pane

THE TOOLBARS

- The Standard Toolbar
- The Outlook Today Toolbar
- The Message Toolbars
- The Advanced Toolbar

MAIL

- Creating Messages
- Mail Customization
- Opening And Replying

CONTACTS

- The Contact List

TASKS

- Task Management

NOTES AND JOURNAL

- Notes Development
- The Journal

MANAGEMENT

- Message Management
- Folder Management

MEETINGS, APPOINTMENTS AND EVENTS

- Appointments
- Events
- Using Permissions
- Meetings

OUTLOOK AND THE WEB

- Newsgroups
- Instant Messenger
- Netmeeting
- Calendar

SAVING AND ARCHIVING

- Save
- Archive