

# Outlook® 2003: Introduction

Course length: 1 Day

**Course Specifications:** This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

**Course Objective:** You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Target Student:** This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook.

**Prerequisites:** None

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Identify the components of the Outlook environment and compose and respond to a simple message.
- ◆ Compose messages.
- ◆ Use folders to manage mail.
- ◆ Schedule appointments.
- ◆ Schedule meetings.
- ◆ Manage contacts and contact information.
- ◆ Create and edit tasks.
- ◆ Create and edit notes.

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*

# Course Content

## **Lesson 1: Getting Started with Outlook**

- Log On to Outlook
- The Outlook Environment
- Compose and Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message

## **Lesson 2: Composing Messages**

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Forward a Message

## **Lesson 3: Managing Mail**

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Delete a Folder

## **Lesson 4: Scheduling Appointments**

- The Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

## **Lesson 5: Scheduling Meetings**

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

## **Lesson 6: Managing Contacts**

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact
- Delete a Contact
- Print Contacts

## **Lesson 7: Managing Tasks**

- Create a Task
- Edit a Task
- Update a Task

## **Lesson 8: Using Notes**

- Create a Note
- Edit a Note
- Copy a Note

## **Appendix A: Microsoft Office Specialist Program**

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