Microsoft Office Outlook 2003 Level 1

- **Course Number:** 084680
- **Course Length:** 1 Day

**Course Overview**

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.

**Prerequisites**

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

**Audience**

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.

**Course Outline**

Course Introduction

Lesson 1 - Getting Started with Outlook

Getting Started with Outlook
What is Outlook?
What’s Wrong with my Daytimer?
Outlook Options
Logging On
Interface
Definitions
Outlook Components/Folders
E-Mail Basics
E-Mail Addresses
Address Books
Demo - Overview
Netiquette
Not Enough Time?
Demo - Messages After Receipt
Lesson 1 Review

Lesson 2 - Composing Messages
Composing Messages
Address Books
Address Fields
Formatting Messages
Demo - Creating Messages
Recall a Message
File Attachments
Demo - Proof and Attach
Lesson 2 Review

Lesson 3 - Managing Mail
Managing Mail
Attachments
Flagging Messages
Demo - Attachments and Flags
Folders
Demo - Folders
Lesson 3 Review

Lesson 4 - Scheduling Appointments
Scheduling Appointments
Types of Calendar Entries
Types of Calendar Views
Appointment Form Fields
Demo - Create Calendar Entries
Calendar Categories
Demo - Categories
Lesson 4 Review

Lesson 5 - Scheduling Meetings
Scheduling Meetings
The Meeting Form
Meeting Attendees
Invited to Meetings
Demo - Create Meetings
Proposing New Times
Tracking Responses
Changing Meeting Requests
Canceling Meeting Requests
Printing the Calendar
Demo - Modifying Meetings
Lesson 5 Review

Lesson 6 - Managing Contacts
Managing Contacts
Contact Records
Sorting and Finding
Demo - Create Contacts
Generate Map
Print Contacts
Demo - Maps and Modifications
Lesson 6 Review

Lesson 7 - Managing Tasks
Managing Tasks
Tasks
Task Form
Demo - Create Tasks
Lesson 7 Review

Lesson 8 - Using Notes
Using Notes
Notes
Demo - Create Notes
Lesson 8 Review
Course Closure

Total Duration: 2h 56m