

# Microsoft Office Outlook 2003

## **Module 1**

- 1.1 Windows & Panes
- 1.2 Outlook Window
- 1.3 Navigation Pane – Folders
- 1.4 Navigation Pane – Buttons
- 1.5 Reading Pan
- 1.6 Review 1
- Lab - Adding Navigation Pane Buttons
- Lab - Removing Multiple Buttons
- Lab - Moving the Reading Pane

## **Module 2**

- 1.7 Messaging Part 1
- 1.8 Inbox
- 1.9 Replying to E-mail
- 1.10 Identifying to E-mail
- 1.11 Identifying Attachments
- 1.12 Reply to all & Forwarding
- 1.13 Creating a New Email
- 1.14 Review 2
- Lab - Creating a New E-mail
- Lab - Saving an Attachment

## **Module 3**

- 1.15 Messaging Part II
- 1.16 Working with Attachments
- 1.17 Sending Attachments
- 1.18 Creating a Contact
- Lab - Sending and Attachment
- Lab - Adding a Contact

## **Module 4**

- 1.19 Messaging Park III
- 1.20 Creating Signatures
- 1.21 Stationary & Formatting
- 1.22 Creating an E-mail Account
- Lab - Creating a Signature
- Lab - Selecting Stationary
- Lab - Setting Rich Text Formatting

## **Module 5**

- 1.1 Scheduling Part I
- 1.2 Calendar Window Overview
- 1.3 Setting Appointments
- 1.4 Events & Reminders
- Lab - Adding Holidays
- Lab - Changing Calendar View
- Lab - Creating a Single Appointment

## **Module 6**

- 1.5 Scheduling Part II
- 1.6 Recurring Appointments
- 1.7 Non-Consecutive Appointments
- 1.8 Scheduling Meetings
- Lab - Creating Recurring Appointments

## **Module 7**

- 1.9 Scheduling Part III
- 1.10 Scheduling Tasks Assigning Tasks
- 1.11 Assigning Tasks
- 1.12 Printing Tasks
- 1.13 Task View Options
- 1.14 Notes
- Lab - Creating a Task
- Lab - Assigning a Task
- Lab - Printing a Task
- Lab - Creating a note
- Lab - Adding Note Categories
- Lab - Changing Note Colors
- 1.15 Review

## **Module 8**

- 1.1 Organizing Part I
- 1.2 E-mail Send Options
- 1.3 Flagging E-mail
- 1.4 Sorting E-mail
- 1.5 Organizing E-mail Folders
- 1.6 Storing & Deleting E-mail
- 1.7 Sent Items & Searching E-mail
- Lab - Flagging an E-mail
- Lab - Applying an Inbox Filter
- Lab - Using the Find Look in feature
- Lab - Creating a new Inbox Folder
- Lab - Saving E-mail as Text

## **Module 9**

1.8 Organizing Part II

1.9 Junk E-mail

1.10 Rules

## **Module 10**

1.11 Organizing Part III

1.12 Calendar Associated E-mail

1.13 Calendar Appointment Labels

1.14 Formatting Calendar Labels

1.15 Calendar HTML Format

1.16 Contact Distribution Lists

Lab - Applying Calendar Labels

Lab - Creating a Personal Calendar

Lab - Exporting an HTML Calendar

Lab - Using the Find Contact Feature

Lab - Creating a Distribution List

1.17 Summary