

MICROSOFT OUTLOOK V2003 INTRODUCTION COURSE OUTLINE IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have no knowledge or very little working knowledge of Microsoft Outlook.

Topics to be covered

Overview of the screen

Views

- Navigation pane
- Reading Pane
- Autoview
- Outlook today

Preparing messages

- To
- Cc
- Bcc
- Importance
- Using the address book
- Changing the appearance of text

Flagging a message to follow up

Attaching files to messages

Receiving messages

Replying to messages

Forwarding messages

Deleting messages

Reading and saving attachments

Printing messages

Creating folders

- Moving messages into folders
- Deleting folders

Out of office assistant

