

Email Basics with Outlook

Outlook 2003 Level 1



Fundamentals

- Why use Outlook instead of Outlook Express?
- Identifying the Screen Elements
- Using the Tool Bar

Using Emails

- Understanding the E-mail Columns and Messages
- Composing and Sending Messages
- Saving Unfinished Emails
- Replying and Forwarding Messages
- Finding Received or Sent Messages Quickly
- Attaching and Embedding Files/Pictures
- Opening and Saving Attachments
- Creating and Using Stationery and a Signature
- Dealing with Spam (Junk Mail)
- Adding Names to Blocked and Safe Sender Lists

Using the Contacts List & Address Book

- What's the Difference between the Contact List and Address Book?
- Adding/Editing/Deleting Addresses
- Creating / Editing / Deleting Distributions Lists (Groups)
- Printing the Contact List
- Creating a New Contact from an Email

Using the Calendar

- Scheduling an Appointment
- Viewing the Calendar
- Editing/Rescheduling Appointments
- Creating Recurring Appointments
- Scheduling and Event
- Setting Reminders and Color Coding Appointments
- Printing the Calendar