



Microsoft Outlook 2003 topics

Beginner

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

Composing Messages

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

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

Scheduling Appointments

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

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

Managing Contacts

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

Managing Tasks

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

Using Notes

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

Intermediate

Tracking Work Activities Using the Journal

- Record a Journal Entry Automatically
- Manually Record a Journal Entry
- Modify a Journal Entry

Setting Calendar Options

- Set Work Days and Times
- Display Other Time Zones
- Set Free/Busy Options

Setting Message Options

- Modify Message Settings
- Modify Delivery Options
- Modify Message Formats
- Notify Others that You will be Out of the Office
- Create and Modify a Distribution List
- Insert a Hyperlink

**Sharing Folder Information**

Specify Folder Permissions
Access Another User's Folder
Delegate Access To Folders

Managing Tasks

Assign a Task
Reply to a Task Request
Send a Task Update
Track Assigned Tasks

Customizing Outlook

Customize the Toolbar
Create a New Toolbar
Customize the Menu
Create a Folder Home Page

Locating Outlook Items

Sort Messages Using Multiple Criteria
Find Messages
Find Messages Using Multiple Criteria
Filter Messages
Organize Messages
Manage Junk Email

Advanced**Communicating Using MSN Messenger**

Obtain a Hotmail Account
Add Contacts
Send and Receive Instant Messages
Attach a File
Change MSN Messenger Status
Change MSN Messenger Options

Personalizing Your Mail

Use Stationery
Create Custom Stationery
Create Signatures
Modify Signatures

Organizing Outlook Items

Group Items
Create Search Folders
Create Rules
Apply Conditional Formatting

Working with Contacts

Forward Contacts
Create a vCard from a Contact
Export Contacts
Perform a Mail Merge
Link Items to a Contact

Saving and Archiving Mail

Save Messages in Alternate Formats
Archive Messages
Protect Personal Folders

Creating a Custom Form

Add Form Fields
Save a Form
Test a Form

Working Offline and Remotely

Create an Offline Folder File
Make a Folder Available Offline
Create a Send/Receive Group
Download Messages
Interacting with the Internet