

Course Specifications

Outlook 2003 – Organization & Productivity

Course number:

Course length: 1 day

This course provides competency in working with contacts, using e-mail, formatting and managing messages, creating and managing tasks, working with the Calendar, creating and managing notes, and finding and organizing Outlook information.

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
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Outlook 2003 – Organization & Productivity

Your organization relies heavily upon your ability to communicate efficiently and effectively using e-mail and other electronic tools. While most people can get by using basic e-mail, many fail to fully utilize the power at their fingertips available with Microsoft Outlook which, when used properly, can dramatically improve the way you manage your e-mails, schedule meetings and manage your tasks.

Prerequisites:

Knowledge of Windows 2000 or XP Module I is recommended.

Topics

Lesson 1: Exploring Outlook

- Introduction to Microsoft Outlook 2003
- Exploring Folders and Views
- Using Menus and Toolbars
- Exploring the Navigation Pane
- Quitting Outlook

Lesson 2: Working with Contact Information

- About Contacts
- Creating Contacts, Editing Contacts
- Using Address Books
- Importing Contacts into Outlook
- Assigning Contacts to Categories
- Flagging Contacts
- Sorting Contacts, Deleting Contacts, Finding Contacts
- Creating and Modifying Distribution Lists
- Printing Contact Information

Lesson 3: Using E-Mail

- About E-Mail
- E-Mail Message Components
- Creating and Sending E-Mail Messages
- Using E-Mail Signatures
- Attaching Files to E-Mail Messages
- Receiving and Viewing E-Mail Messages
- Responding to E-Mail Messages
- Deleting E-Mail Messages
- Previewing and Printing E-Mail Messages

Lesson 4: Formatting and Managing Messages

- Formatting Messages
- Using Message-Marking Tools

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- Using Delivery Options for Messages
- Assigning Messages to Categories
- Saving Messages in Various Formats

Lesson 5: Creating and Managing Tasks

- Introduction to Tasks
- Creating Tasks
- Modifying Tasks
- Setting Reminders
- Delegating Tasks
- Accepting and Declining Tasks
- Marking Tasks as Completed
- Linking Tasks to Contacts
- Forwarding Task Information to Other Users
- Changing Task Views
- Printing Tasks and Deleting Tasks

Lesson 6: Working with the Calendar

- Introduction to the Calendar
- Changing Calendar Views
- Setting Calendar Options
- Scheduling and Managing Appointments
- Scheduling Events
- Scheduling Meetings
- Printing Calendar Information

Lesson 7: Creating and Managing Notes

- Introduction to Notes
- Creating Notes
- Modifying Notes
- Assigning Notes to Categories
- Copying Notes to Other Views
- Linking Contacts to Notes
- Using Notes Options
- Changing Note Views
- Printing Notes
- Deleting Notes

Lesson 8: Finding and Organizing Outlook Information

- Using Outlook Tools to Find and Organize Data
- Using Folders to Organize Outlook Items
- Grouping and Sorting Outlook Items
- Adding and Deleting Fields
- Filtering Outlook Items
- Organizing Outlook Items
- Finding Outlook Items
- Archiving Outlook Data

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