

# Outlook 2003 Level 1

<b>Audience</b>	This course is intended for people who are familiar with Windows basic features and want to develop an understanding of Outlook Mail and Calendar. Students should have taken a Windows Level 1 class or have equivalent experience. No experience with Outlook is required.
<b>Description</b>	This course uses a combination of lecture, instructor demonstration, and when possible hands-on practice and independent exercises to familiarize students with Outlook's collaboration features. Students create and read mail, prepare and set special mail features, handle file attachments, and manage mailbox folders. The features used to schedule and modify appointments, create and modify recurring appointments, and plan and modify meetings are also covered.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ list the main features of Outlook Mail and Calendar,</li><li>■ read, delete, reply, and forward mail,</li><li>■ address, create, format, edit, and send mail,</li><li>■ set message priorities and special features for mail,</li><li>■ attach and work with file attachments,</li><li>■ manage the mailbox address book and folders,</li><li>■ display and print the calendar by day, week, and month,</li><li>■ schedule and modify appointments,</li><li>■ create and modify recurring appointments and events,</li><li>■ plan and modify meetings and respond to meeting requests.</li></ul>
<b>Length</b>	1 day
<b>Beyond this Level</b>	When you have successfully completed this class, the next class you should consider is Outlook Level 2. Level 2 introduces such topics as automating e-mail; customizing Outlook; signing and sealing messages and other advanced e-mail functions; and using advanced calendaring features. Additional topics such as managing tasks and contacts, journaling, storing messages, and planning a meeting may also be covered depending on student experience and interest. Be sure to leave time for practice before registering for the next level.

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## I. Getting Acquainted with Outlook

- A. Starting Outlook Mail
- B. What is Outlook?

- C. Exploring the Mail Screen
- D. Reading Messages
- E. Preparing a New Message



- F. Addressing Mail
- G. Sending Mail
- H. Using Office Assistance and Help
- I. Exiting Outlook

## **II. Using Enhanced Mail Features**

- A. Formatting the Message
- B. Checking Spelling
- C. Setting Message Options
- D. Replying to and Forwarding Mail
- E. Attaching a File to Mail
- F. Working with File Attachments

## **III. Mailbox and Address Book Maintenance**

- A. What is the Address Book?
- B. Managing Entries in the Address Book
- C. Creating Folders (Including Search Folders)
- D. Working with Junk Email
- E. Selecting Messages
- F. Moving and Copying Messages
- G. Deleting Multiple Messages or Folders
- H. Finding Messages

## **IV. Getting Acquainted with Outlook Calendar**

- A. What is Calendar?
- B. Starting Calendar
- C. Exploring the Calendar Screen
- D. Selecting Dates and Views
- E. Creating an Appointment
- F. Printing the Calendar
- G. Using the Office Assistant and Help
- H. Exiting Outlook

## **V. Modifying Appointments**

- A. Editing an Appointment
- B. Moving an Appointment
- C. Deleting an Appointment
- D. Setting up a Recurring Appointment
- E. Editing a Recurring Appointment
- F. Creating an Event

## **VI. Planning a Meeting**

- A. Planning the Meeting
- B. Responding to Meeting Requests
- C. Changing Meetings

## **Appendix A - Setting Mail Options**

## **Appendix B - Managing Tasks**

## **Appendix C - Setting Calendar Options**