

Outlook 2003 New Features

Audience	This course is intended for people who are familiar with Windows basic features and previous versions of Outlook and want to develop an understanding of Outlook 2003 New Features. Students should have taken Outlook Level 1 or have equivalent experience.
Description	This course uses a combination of lecture, instructor demonstration, and when possible hands-on practice and independent exercises to familiarize students with Outlook 2003 new features. Students become familiar with the new 2003 interface, and use the new Mail, Calendar, Contact, and Tasks features. Also covered are the new features in customizing the views, creating and reading email, preparing and setting special mail features, handling file attachments, and managing mailbox folders. The features used to schedule and modify appointments, create and modify recurring appointments, and plan and modify meetings are also covered.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ discuss the new features of Outlook Mail and Calendar,■ manipulate email using the new interface,■ customize the email screen,■ use new features to group and sort email,■ use and create Search Folders,■ use new addressing and email options,■ set up enhanced junk email filter,■ find messages and save searches,■ set up rules,■ customize and share calendars.
Length	½ day

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| I. Getting Acquainted with the New Outlook Interface | E. Controlling Email Organization |
| A. Exploring the Mail Screen | 1. Grouping Mail |
| B. Using Group Shortcuts | 2. Sorting Mail |
| C. Customizing the Navigation Pane | F. Customizing Views |
| D. Viewing Mail | G. Defining a New View |
| 1. Turn On/off Reading and Navigation Panes | H. Using On-line Assistance |
| 2. Adding/Removing Favorites | |



II. Using New Mail Features

- A. Using New Addressing Features
- B. Setting Message Options (Optional)
- C. Assigning Flags for Follow Up
- D. Using Search Folders
 - 1. What are Search Folders?
 - 2. Using the Default Search Folders
- E. Creating Search Folders
- F. Finding Messages and Saving Searches
- G. Using Advanced Find Features
- H. Working with Junk Email
- I. Cleaning up Mail Messages
- J. Rules and Alerts Overview
- K. Directing Mail with Rules
- L. Modifying Rules

III. New Calendar Features

- A. New Features on the Calendar Screen
- B. Sharing Calendars
- C. Giving Permission on a Calendar
- D. Opening Another's Calendar
- E. New Appointment Features
- F. New Calendar Options

Appendix A - Setting Options – New Features

Appendix B – Miscellaneous New Features