

## Outlook 2003: Basic

1 day

### Description

This ILT Series course teaches the basic functions and features of Outlook 2003. Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Outlook 2003 exam. For comprehensive certification training, students should complete Outlook 2003: Basic and Advanced.

### Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*

### Course Outline

#### **Unit 1: Getting started**

Topic A: The program window  
Topic B: Outlook Today  
Topic C: Getting help

#### **Unit 2: E-mail**

Topic A: E-mail accounts  
Topic B: E-mail messages  
Topic C: Handling messages

#### **Unit 3: E-mail management**

Topic A: Managing e-mail  
Topic B: Printing messages  
Topic C: Address books

#### **Unit 4: Contact management**

Topic A: Managing contacts  
Topic B: Categories

#### **Unit 5: Tasks**

Topic A: Working with tasks  
Topic B: Managing tasks

#### **Unit 6: Appointments and events**

Topic A: Creating and sending appointments  
Topic B: Categorizing appointments  
Topic C: Modifying appointments  
Topic D: Working with events

#### **Unit 7: Meeting requests and responses**

Topic A: Working with meeting requests  
Topic B: Responding to meeting requests  
Topic C: Handling meeting responses  
Topic D: Microsoft NetMeeting

#### **Unit 8: Customizing Outlook**

Topic A: Personal folders  
Topic B: Organizing folders  
Topic C: Signatures  
Topic D: Voting buttons  
Topic E: Interacting with the Internet

#### **Appendix A: Instant Messaging**

Topic A: Sending and receiving instant messages