

Outlook 2002: Core Elements (1 day)

A one day course for those who have very little experience of Outlook (or none at all). It is aimed at new and existing users of Outlook who need a grounding in the core elements of sending and receiving emails, using the contacts, calendar and task functions within Outlook.

Those who have used Outlook Package more often but are self taught may wish to attend this course after discussion with a course tutor about their level of knowledge or after viewing the course detail below.

Introduction to Outlook 2002 (xpdf)

Overview: What is outlook 2002, creating, opening and replying to messages.

Including - Outlook 2002, Delivery, Setting up Outlook 2002 to send and receive emails, Creating a Message, Setting Message Formats, Attaching a File to a Message, Using Rules, Using the Rules Wizard, Adding a Signature to a Message, Organizing Messages with Colour, Checking the Spelling and Grammar, Using Message Stationary, Customizing Stationary, Modifying Message Formats, Modifying the Settings, Modifying Delivery Options, Opening and Reading a Message, Opening an Attachment, Saving an Attachment, Replying to a Message, Forwarding a Message, Selecting a Message Recipient, Marking Messages Unread, Using the Preview pane Options – Marking Messages Read, Recalling a Message, Deleting a Message

Outlook 2002 Interface (xpdf)

Overview: Outlook 2002 workspace and customising Outlook Today.

Includes - Using the Main Menu, Using the Standard Toolbar, Using the Advanced Toolbar, Using Outlook Shortcuts, Using My Shortcuts, Using Other Shortcuts, Using the Office Assistant, Customizing Outlook Today, Customizing the Toolbar, Creating a new Toolbar, Creating Custom Views, Adding Additional Time Zones

The Toolbars (xpdf)

Overview: The standard and advanced toolbars and outlook shortcuts.

Includes – Using all the various icons that appear on the standard, message and advanced toolbars, Using Outlook Shortcuts, My Shortcuts, and Other Shortcuts buttons.

Contacts (xpdf)

Overview: Working with contacts.

Includes - Using the Contact List, Adding a Contact, Finding a Contact, Editing a Contact, Sorting Contacts, Creating a Distribution List

Tasks (xpdf)

Overview: Managing tasks.

Includes - Adding a Task, Update a Task, Editing a Task, Sorting Tasks, Assigning a Task

Notes and Journal (xpdf)

Overview: Working with notes and using the journal

Includes - Using Notes, Creating a Note, Moving a Note, Assigning Contacts to a Note, Resizing a Note, Assigning Categories to a Note, Using the Journal, Creating New Journal Entries, Review Questions

Management (xpof)

Overview: Managing messages and folders.

Includes - Sorting Messages, Moving Messages between Folders, Searching for Messages, Creating a New Folder, Moving Folders, Using Offline Folders, Synchronizing Folders, Deleting a Folder

Meetings, Appointments and Events (xpof)

Overview: Working with APPOINTMENTS, events and meetings within the Calendar.

Includes - Using Appointments, Adding an Appointment to the Calendar, Inviting Attendees, Editing an Appointment, Setting Recurring Appointments, Assigning a Category to an Appointment, Deleting an Appointment, Using Events, Scheduling an Event, Using Permissions, Setting Permissions, Viewing Other User's Calendars, Using Meetings, Scheduling a Meeting, Changing an Existing Meeting, Replying to a Meeting Request, Suggesting a New Meeting Time, Tracking Meeting Responses, Updating a Meeting, Cancelling a Meeting

Outlook and the Web (xpof)

Overview: Working with newsgroups, instant messenger and net meetings.

Includes - Using Newsgroups, Subscribing to a Newsgroup, Reading Newsgroup Messages, Using Instant Messenger, Using NetMeeting, Setting up NetMeeting, Saving a Calendar as a Web Page

Saving and Archiving (xpof)

Overview: Saving and archiving messages.

Includes - Saving Messages, Saving in Alternate File Formats, Archiving Messages Automatically, Archiving Messages Manually, Protecting Personal Folders