

AVP Training

Computer Software Training & Consulting

Outlook 2003 Introduction (Level 1)

General Description

Introduces the major components of Outlook which offer email management, appointment scheduling, recording of contact details and task administration.

Learning Outcomes

Navigate the main screen components of Outlook

Compose and send mail messages, add attachments and request receipts

Apply a customised AutoSignature

Read, reply to and delete mail messages, manage attachments and forward received mail

Use the calendar, create additional time zones, work with shared calendars

Schedule and manage calendar appointments and events

Record, edit and delete contact details

Create, complete and delete tasks

Access and use the Help system within Outlook

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Outlook 2003 Introduction (Level 1)	Outlook 2003 Orientation
	Sending Email
	Receiving Email
	Basic Calendar Functions
	Appointments and Events
	Managing Contacts
	Handling Tasks
	Accessing Help

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