

SELSIUS™

CORPORATE & CAREER TRAINING

Outlook 2003 Mail Basics

4 Hours

Objectives:

Outlook 2003 Mail Basics is the beginning seminar in Microsoft Outlook 2003 training. It covers basic Outlook mail features and functions. Trainees will learn to:

- Navigate the Outlook environment quickly and easily
- Send, receive, reply to, and forward messages for effective communication
- Add and organize email addresses
- Create and use Outlook folders to organize messages
- Use Outlook's voting and tracking features to communicate more efficiently

Outline:

- Exploring Outlook: using the Outlook interface, menus, toolbars, task panes, navigation pane, and folder list
- Sending and Receiving Messages: the mail pane, reading messages in the reading pane or the message window, setting a desktop alert, addressing messages, using the unread mail search folder, viewing sent messages, replying to and forwarding a message.
- Using the Address Book: opening the address books, setting address book options, creating a new contact, using other address books, creating a distribution list, finding and deleting contact entries.
- Organizing Messages: saving a draft message, flagging a message, using the Follow up Search folder, change the read status of a message, sorting and deleting messages, creating, archiving and deleting folders.
- Using Outlook Messaging Features: reading an attachment in Word, saving a file attachment, using picture attachment options, setting message and message tracking options, recalling a message, creating a message with voting buttons, responding to a voting message, tracking votes.