

# Introduction to Outlook 2000

( ½ day)

## Objectives

To give delegates a good working knowledge of Microsoft Outlook.

## Who should attend

People who not used Microsoft Outlook

## Course Content

### Introduction to Microsoft Outlook

Features and concepts of outlook  
Launching outlook

### The Outlook Screen

Outlook bar  
Folder list  
Toolbars

### Sending Messages

Preparing messages  
Types of messages available  
Creating and formatting messages  
Addressing and sending messages  
Prioritising

### Receiving Messages

Reading messages  
Replying to and forwarding messages  
Using the inbox assistant (when using exchange server)  
Using the out of office assistant (when using exchange server)

### Managing Attachments

Attaching files and objects  
Retrieving attachments  
Storing attachments

### Using Folders

Sorting folder contents  
Creating new folders  
Filing messages  
Creating and applying folder views  
Allowing others to view your folders

### Address book

Adding names to the personal address book  
Creating a distribution list  
Emailing from the address book

### Contacts

Creating a contact  
Editing/deleting a contact  
Viewing a contact  
Emailing a contact  
Creating distribution list in contacts

### Overview of Calendar

Calendar views  
Creating an appointment  
Deleting an appointment



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