

# Microsoft Outlook 2003 Intermediate

## E-mail Tools

- Arrange Messages
- Arrange By Group
- Flag a Message
- Follow-up Flags
- Add Priority
- Use Voting Buttons
- Delivery Receipts
- Read Receipts
- Insert Items
- Opening Zipped Attachments
- Creating Zipped Folders
- Saving Messages to Drafts Folder
- Copy Text to a New Message
- Insert a Website / E-mail Hyperlink

## E-mail Management

- Find E-mail
- Use CTRL Key To Delete Messages
- Create Folders / Subfolders
- Move Messages to Folders
- Move Messages to Contacts
- Empty Deleted Items Folder Automatically
- Create / Edit Signatures

## Using Contacts

- Contact Folder Views
- Contact Categories
- Find Contacts
- Add a Contact From Same Company
- Print Contacts
- Create a Distribution List
- Send a Message to a Distribution List
- Add Distribution List Members
- Remove Distribution List Members
- Update Distribution List

## Calendar Appointments / Events

- Calendar Views
- Using Go To Date
- Create Appointments
- Create Recurring Appointments
- Remove Recurrence
- Delete a Recurring Appointment
- Create Events / Recurring Events
- Print the Calendar

## Calendar Meetings

- Setup a Meeting and Invite Attendees
- Replying to a Meeting Invitation
- Track Meeting Responses
- Change and Update Meeting Details
- Cancel a Meeting
- Create a Recurring Meeting

## Tasks

- Task Views
- Create Tasks
- Copy Tasks
- Sort Tasks
- Using AutoDate
- Set Task Reminders
- View Task Reminders
- Add Contacts to a Task
- Task Categories
- Find Tasks
- Forward Tasks
- Print Tasks

## Notes

- Note Views
- Copy Notes
- Note Categories
- Find Notes
- Forward Notes
- Print Notes