

Outlook 2003 Introduction

Getting Started With E-mail

- Open A Message
- Print
- Reply
- Reply To All
- Create New Message
- Check Spelling
- Forward A Message
- Change Message View
- Modify Navigation View
- Modify Reading View

Useful E-mail Tools

- Use Address Book
- Use AutoComplete
- Use CC Box
- Use BCC Box
- Use High Importance Tool
- Copy Text to a New Message
- Insert a Website / E-mail Hyperlink
- Attach A File
- Save An Attached File
- Open An Attached File
- Save As A Draft
- Mark As Read / Unread
- Create A Signature
- Use Out Of Office Assistant

Using Contacts

- Create New Contact
- Change Contact Details
- Delete Contact
- Change Contacts View
- Create A Distribution List
- Send A Message To A Distribution List
- Update A Distribution List
- Categorise Contacts

Manage E-Mail

- Flag A Message
- Follow-up Flags
- Use Search Tool
- Sort Messages
- Delete Messages
- Create A Folder
- Create A Subfolder
- Move Messages To A Folder
- Rename A Folder
- Delete A Folder
- Manage Junk Mail

Using The Calendar

- Change Calendar View
- Create New Appointment
- Change Appointment Details
- Delete Appointment
- Print Calendar

Using Tasks

- Create New Task
- Change Task Details
- Delete Task
- Change Task View
- Print Tasks

Using Notes

- Create New Note
- Amend Note Details
- Delete Notes
- Change Notes View