

# ***Training Course Specification***

**Course:** **Outlook 2000 Introduction**

**Duration:** **One-Day**

- COURSE OBJECTIVES:** Delegates will learn the fundamentals of the Microsoft Outlook mail system, the calendar/diary and will cover Tasks.
- WHO SHOULD ATTEND:** People who will be using Microsoft Outlook as their primary on-line e-mail and organising system.
- EXPERIENCE NEEDED:** No prior experience of Outlook is expected. Although delegates with limited experience on other organiser/e-mail applications will find it helpful. A working knowledge of the windows 95/98 operating system and use of the mouse and keyboard is essential.

**COURSE CONTENTS:**

**1: Getting to Know Microsoft Outlook.**

- What is Microsoft Outlook?
- The Outlook Window
- Navigating in Outlook
- Navigating in Outlook
- The Preview Pane
- Getting Help
- Ending an Outlook Session

**2: Getting Started with Mail Features.**

- Composing Messages
- Handling Messages
- Receiving Messages
- Reading Messages
- Replying to a Message
- Closing a Message
- Saving a Draft Message
- Deleting Messages

**3: Special Mail Features in Outlook**

- Word as the E-mail Editor
- The Personal Address Book
- Editing the Personal Address Book
- Composing Messages Using Address Book
- AutoSignature
- The SpellChecker
- Finding Items
- Filtering Items
- Speed Up with the Right Mouse Button

**4: The Outlook Calendar and Task List.**

- Introduction to the Calendar Component
- Moving Around the Calendar
- Viewing Dates
- Create (or Schedule) an Appointment.
- Manage Appointments
- Appointment Reminders
- Recurring Appointments
- Manage Recurring Appointments
- Introduction to the TaskPad
- Using Tasks
- Creating a Task
- Deleting and Restoring a Task
- Making a Task Recurring

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