



Microsoft Outlook 2003 Basic

1.0 Overview

- 1.1 Reviewing the Interface
- 1.2 Reviewing the Menus
- 1.3 Reviewing the Toolbars
- 1.4 Reviewing the Folders
- 1.5 Working with the Preview Pane
- 1.6 Customizing the Interface
- 1.7 Setting Up an E-mail Account
- 1.8 Chapter Review Test

2.0 Getting Started

- 2.1 Creating a Mail Message
- 2.2 Establishing Message Settings
- 2.3 Saving a Draft
- 2.4 Adding Message Recipients
- 2.5 Reviewing Incoming Message Details
- 2.6 Reading Mail
- 2.7 Printing a Message
- 2.8 Flagging and Organizing Messages
- 2.9 Sorting Messages
- 2.10 Deleting Mail Messages
- 2.11 Chapter Review Test

3.0 Additional Tasks

- 3.1 Responding to Messages
- 3.2 Managing Attachments
- 3.3 Sending and Receiving Mail
- 3.4 Adding Folders
- 3.5 Adding a Journal Entry
- 3.6 Assigning Tasks
- 3.7 Writing Notes
- 3.8 Adding a Contact
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4.0 Working with the Calender

- 4.1 Creating an Appointment
- 4.2 Customizing Appointment Settings
- 4.3 Creating a Meeting
- 4.4 Customizing Meeting Settings
- 4.5 Enabling Reminders
- 4.6 RSVPing to Invitations
- 4.7 Changing the Calendar View
- 4.8 Chapter Review Test