

Outlook 2003 Level 1 – Email- Creating, Customizing & Managing

Lesson 1: Getting Started with Outlook	4
Topic 1A: Log On to Outlook	4
Topic 1B: The Outlook Environment	4
Topic 1C: Compose and Send a Simple Message	5
Topic 1D: Open a Message	5
Topic 1E: Reply to a Message	6
Topic 1F: Forward a Message	6
Topic 1G: Print a Message	6
Topic 1H: Delete a Message	6
Lesson 2: Composing Messages	7
Topic 2A: Address a Message	7
Topic 2B: Format a Message	7
Topic 2C: Insert a Hyperlink	7
Topic 2D: Check Spelling and Grammar	8
Exercise 2D: Send an Email	8
Topic 2E: The Toolbar	8
Topic 2F: Attach a File	8
Exercise 2F:	9
Lesson 3: Setting Message Options (Exchange Only)	9
Topic 3S: Modify Message Settings	9
Topic 3B: Modify Delivery Options	10
Topic 3C: Voting buttons	10
Topic 3D: Notify Others that You will be Out of the Office	10
Lesson 4: Personalizing Your Mail	11
Topic 4A: Use Stationery	11
Exercise 4A:	11
Topic 4B: Create Custom Stationery	12
Topic 4C: Create Signatures	12
Topic 4D: Modify Signatures	12
Exercise 4D:	12
Topic 4E: Modify Message Formats	12
Lesson 5: Managing Mail	13
Topic 5A: Open and Save an Attachment	13

Topic 5B: Flag a Message	14
Topic 5C: Create a Folder	14
Topic 5D: Move Messages to a Folder	14
Exercise 5D:	14
Topic 5E: Copy Messages to Folders	15
Topic 5F: Delete a Folder	15
<i>Lesson 6: Sharing Folder Information (Exchange Only)</i>	15
Topic 6A: Specify Folder Permissions	15
Topic 6B: Access Another User's Folder	15
Topic 6C: Delegate Access to Folders	16
Topic 6D: Public Folders	16
<i>Lesson 7: Organizing Outlook Items</i>	16
Topic 7A: Group Items	16
Topic 7B: Create Search Folders	17
Topic 7C: Organize Messages	17
Topic 7C: Create Rules	17
Exercise 7C:	17
Topic 7D: Apply Conditional Formatting	17
<i>Lesson 8: Locating Outlook Items</i>	18
Topic 8A: Sort Messages Using Multiple Criteria	18
Topic 8B: Find Messages	18
Topic 8C: Find Messages Using Multiple Criteria	18
Topic 8D: Filter Messages	19
Topic 8E: Google Desktop Search	19
Topic 8F: Manage Junk Email	20
<i>Lesson 9: Saving and Archiving Mail</i>	20
Topic 9A: Save Messages in Alternate Formats	20
Topic 9B: Archive Messages	20
Topic 9C: Protect Personal Folders	20
<i>Lab Instructions</i>	21
1. Outlook Email	21

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Identify the components of the Outlook environment and compose and respond to a simple message.
- Compose messages.
- Personalize your mail by using stationery and signatures.
- Modify message options.
- Use folders to manage mail.
- Organize Outlook items by grouping, creating Search Folders, setting rules, and applying conditional formatting.
- Sort, find and color-code items in your mailbox and calendar.
- Make folder information available to other Outlook users.
- Save and archive mail.