

# Outlook 2003 – Additional Features

## COURSE OUTLINE

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### **Brief**

*If you know how to send email messages, schedule appointments and meetings but want to know more about the additional features of Outlook, then this course will provide you with the necessary skills. This course will assist you in organising your working day and provide you with the skills to become a more efficient user of Outlook and will reduce the amount of time you spend searching for emails, creating appointments and carrying out your day to day activities.*

### **Target Audience**

Anyone who has a general knowledge of Outlook 2003 but would like to make better use of it

### **Pre requisites**

A basic knowledge of Outlook 2003

### **Objectives**

By the end of this course you will be able to successfully organise your emails and contacts, quickly retrieve and store your emails and work with meetings and appointments.

### **Course Duration**

2 hours

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## **Course Content**

### **Organising your work**

- Outlook Today
- Follow-up Flags and Reminders
- Creating, Assigning and Completing Tasks
- Creating Folders

### **Working with Contacts**

- Creating Contacts
- Changing the contact view
- Sending emails to contacts
- Sharing Contacts
- Sending contacts to another person
- Creating a Distribution list

### **Email Settings**

- Follow-up flags on sending
- Check names option
- Creating signatures and adding different signatures to your email
- Spelling on sending
- Read receipts
- Reply To

### **Appointments**

- Creating Private appointments
- Sending Meeting requests
- Tracking appointments
- Updating appointments
- Recurring appointments
- Cancelling meetings

### **Searching for Emails**

- Find Option
- Advanced Find
- Tracking and email thread

### **Mailbox Rules**

- Creating a rule to file away emails from a particular person
  - Creating a an Out of Office rule
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