

Course Outline

Microsoft Outlook 2003

Course Description

Get organized and stay in touch with Outlook! Learn tips & tricks for using email, making appointments in the calendar, scheduling tasks, and customizing. Create a professional contact management system for clients, prospects, and friends.

Courses can be fully customized. Intro and Intermediate/Advanced levels.

Course Topics

- Getting Started
- Outlook Today
- Email – Organizing Folders
- Address Book & Distribution Lists
- Stationary & Signature
- Email Attachments
- Calendar – New Appointments & Recurring
- Contacts – New Contacts & Categories
- Tips on Contact Management
- Tasks & Notes
- Using Find & Creating Rules
- Keyboard Shortcuts

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