IN Training
s o l u t i o n s

Course Outline
Microsoft Outlook 2003

Course Description:

Get organized and stay in touch with Outlook – your complete time management program!
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.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- Overview
- Views and Outlook Today
- Email – Basic (New Emails, Folders, Follow Up, Organize, Categorize, Find)
- Calendar – Basic (New Appointments, Meetings, Group Scheduling, Recurring Meetings), Views)
- Contacts – Basic (New Contacts, Distribution Lists, Categorize)
- Tasks (New Tasks, Recurring, Assigning Tasks)
- Notes
- Journal (Track daily activities)

Intermediate/Advanced Level:

- Review of Intro Level
- Customizing Outlook Options
- Email – Advanced (Group By, Message Options, Voting, Rules and Alerts)
- Search Folders
- Calendar – Advanced (Display Settings)
- Contacts – Advanced (Create custom reports)
- Tasks – Advanced (Create custom fields and categories)
- Junk Mail Filters
- Archiving (AutoArchive settings)
- Macro's

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