

MS Outlook 2003

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Understand Outlook
- ✓ Use all its Features

Course Content:

- ❑ Understanding Outlook Features
- ❑ Outlook Items and Folders
- ❑ Configuring Outlook
- ❑ Using the Address Book(Importing, Maintaining)
- ❑ Using Inbox
- ❑ Using Calendar
- ❑ Printing Calendar
- ❑ Maintaining a Task List
- ❑ Using Notes
- ❑ Sending and Receiving Mails
- ❑ Organizing Mails