

ICT Short Course

MS Outlook 2003



NOTE: There is only one Outlook workshop incorporating all elements of the program.

Aims:

To be able to use MS Outlook effectively at work and at home.

Objectives:

- Overview of Outlook and the Internet.
- For participants to send, retrieve and receive emails quickly.
- Customising Outlook to suit the individual's preferences.

Designed for:

Participants who can use a computer but really are not overly familiar with the internet, email and/or how to operate. Especially suited to those who are self-taught but are not confident with all aspects of the Outlook program.

Key points:

- Sending and Receiving emails
- Signature attachments
- Contacts – creating, adding, deleting.
- Distribution lists
- Recall/Retrieve sent messages
- Setting the Out-of-Office assistant on/off
- Overview of Internet and Online/Offline emails.
- Calendar and its functions
- Tasks and its functions