

Microsoft Outlook 2003 New Features

Prerequisite

Working knowledge of Outlook 2000

Course Description

This course is designed to teach the new features of Outlook 2003. The application has been redesigned with a better look and feel. This course assumes the student has a working knowledge of the basic, standard features of Outlook 2000.

Objectives

New Look and Feel

- Screen Elements
- Navigation Pane
- Customize the "Outlook Today" Window

Contacts

- Add a Contact Picture
- Share Your Contact List
- View Another Person's Contact List

Email

- Improved AutoComplete
- Expand Distribution Lists
- Select Names Dialog Box
- Reading Pane
- Search Folders
- Arrange the Inbox
- Multi-Line Layout
- "New Mail" Desktop Alert
- Flag a Message
- Rules

Calendar

- View the Calendar
- View Group Calendars
- Share Your Calendar
- View Another Person's Calendar

Class Length

2 hours
Instructor-led, hands-on course