

MS Outlook 98

Introduction

This course is designed to introduce the fundamental features of correctly using Microsoft Outlook 98 to manage email, appointments and contacts.

Learning Outcomes

By the end of this course students will be able to:
Create, Send and Read incoming messages, Reply to and Forward messages, Organise and maintain messages, Add and view File attachments, Manage a Task list, Schedule, View and Modify Appointments, Maintain Contact details, Maintain a Journal and create and work with Notes.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Outlook 98. Basic computer awareness, keyboard and mouse skills are preferred.

Working with Mail

- What is Microsoft Outlook?
- Outlook Today
- The Outlook Desktop
- Sending a Mail message
- Setting send options
- Recalling sent mail items
- Adding your signature to Mail items
- Receiving mail items
- Working with mail items
- Replying to messages
- Flagging a Received message
- Inbox information viewer
- Organising items in Outlook 98
- Viewing the Folder list
- Personal Address Books

Working with the Calendar

- Working with Calendar Items
- Viewing your Calendar Items
- Modifying and Appointment
- Printing Appointments
- Scheduling Meetings
- Sharing Information

Working with Tasks

- Using the Taskpad
- Recording your Tasks
- Viewing your Tasks
- Printing your Tasks

Managing Contacts

- Adding, Editing and Viewing Contacts
- Working with Contacts
- Printing Contact Lists
- Contact Optional Information

Journals and Notes

- Adding Journal Entries
- Customising Journal Options
- Viewing Journal Entries
- Working with Notes
- Notes Options
- Closing Outlook

Appendix

- Using the Office Assistant
- Using the Help system

