

Email and Using Outlook 2002

Introduction to Outlook 2002

- What is Outlook?
- Starting Outlook
- Closing Outlook
- Outlook 2002 screen
- Outlook bar

Contacts folder

- What are contacts?
- Contacts screen
- Viewing contacts
- Printing contacts
- Adding a contact
- Adding a contact – details folder
- Adding a contact – saving the contact
- Editing a contact
- Searching for a contact
- Sending a letter to a contact

Electronic mail

- What is electronic mail?
- Inbox folder
- Inbox screen
- Message status icons
- Reading messages
- Sorting the inbox
- Message flags
- Search for a message
- Sending a message
- Sending a message – select names
- Spell check your message
- Setting message options
- Formatting your message
- Replying to a message
- Forwarding a message
- Attaching a file to a message
- Opening an attached file
- Saving an attached file
- Sent items folder
- Outbox folder

Calendar folder

- Calendar screen
- Navigating the calendar
- Calendar views
- Organizing a meeting
- Organizing a meeting - continued
- Responding to a meeting request
- Scheduling an appointment
- Scheduling an event
- Recurring appointments
- Printing the calendar

Tasks folder

- What are tasks?
- Tasks screen
- Sorting the tasks folder
- Creating a new task
- Deleting a task
- Creating a task request
- Responding to a task request
- Assigning a task to someone else
- Updating a tasks status
- Task status reports
- Searching for tasks

Outlook today folder

- Outlook today folder
- Customizing Outlook today

Journal folder

- What is the journal?
- Viewing entries in the journal
- Making entries in the journal
- Automating the journal

Notes folder

- What are notes?
- Creating a note
- Viewing notes
- Organizing notes
- Searching for notes

Deleted items folder

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