

Outlook

Using Outlook 2003 or 2007 to Communicate, Read mail, Organise Contacts, Create diary appointments, Schedule and Plan events

- Send mail
- Compose mail by entering text
- Print mail
- Address mail by entering text
- Use mail features (forward, reply, and recall)
- Use address book to address mail
- Flag mail messages
- Navigate within mail
- Find messages
- Configure basic mail print options
- Work with attachments
- Add a signature to mail
- Customize the look of mail
- Use mail templates (themes) to compose mail
- Integrate and use mail with other Outlook components
- Customize menu and task bars
- Using Outlook to Manage Messages
- Create folders
- Sort mail
- Set viewing options
- Archive mail messages
- Filter a view
- Using the Outlook Calendar
- Navigate within the calendar
- Schedule appointments and events
- Set reminders
- Print in calendar
- Schedule multi-day events
- Configure calendar print options
- Customize the calendar view
- Schedule recurring appointments