



Outlook 2000: Level 1 (Windows)

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Lesson 1: Getting started with Outlook 2000

Overview of Outlook 2000
Overview of Outlook Today

Lesson 2: Using mail

Creating and sending messages
Acting on messages
Working with address books
Recalling and printing

Lesson 3: Handling messages

Message handling options
Inserting text into a message
Creating Signatures

Lesson 4: Managing folders

Creating and using personal folders
Using the Organize Page

Lesson 5: Working with appointments and events

Scheduling appointments
Assigning categories
Editing appointments
Inserting events

Lesson 6: Scheduling and managing meetings

Creating and sending meeting requests
Working with meeting requests
Managing meeting responses

Lesson 7: Using the task and contact manager

Managing tasks
Adding and editing contacts

Appendix A: Internet features

Viewing Web pages in Outlook
Publishing your Calendar as a Web page

**For more information or to register,
please call 1-800-607-1446.**