

COURSE NAME	DESCRIPTION	My Notes
<b>Outlook Overview of Outlook (OUT2003-01)</b>	Menus and Toolbars; Using the Navigation Pane (Outlook Bar); Working with Views and Preview; Using the Search feature; Folder List	
<b>Outlook Inbox 1 (OUT2003-02)</b>	Creating a new message; Working with the To: CC: BCC fields; The Options Tab; Replying or Forwarding messages; Working with Attachments	
<b>Outlook Calendar (OUT2003-03)</b>	Working with the Calendar and using Calendar Views; Setting an appointment; Creating a recurring event; Setting up a meeting and sending invitations to others	
<b>Outlook Contacts (OUT2003-04)</b>	Working with Contacts; Setting up a Contact; Sending a mail message from the Contacts screen; Adding a new Contact from an email message	
<b>Outlook Filing Messages (OUT2003-05)</b>	Creating Folders; Moving messages to another folder; Moving a message and creating a folder at the same time; Deleting individual and multiple messages; Working with Personal Folders and Public Folders; Using the Field Chooser	
<b>Outlook Notes (OUT2003-06)</b>	Working with Notes; Creating and using Notes; Using Notes as reminders during the day	
<b>Outlook Tasks (OUT2003-07)</b>	Working with Tasks; Setting up Tasks; Setting up recurring Tasks; Assigning Tasks; Setting reminders	
<b>Outlook Inbox 2 (OUT2003-08)</b>	Working with Signatures (Auto-signatures); Setting Up Signatures; Choosing a Signature For Specific Messages; Recalling Sent Messages; Sorting Your Messages; Grouping Your Messages	
<b>Outlook Inbox 3 (OUT2003-09)</b>	Creating, Editing and Using Distribution Lists; Applying Spell Checking Before Sending; More On Attachments - Printing, Saving, Making changes to Attachments; Using The Organize Pane and Rules Wizard	
<b>Outlook Inbox 4 (OUT2003-10)</b>	Working with the Out Of Office Assistant; Archiving; Importing/exporting Outlook records; Creating And Editing Views	
<b>Outlook Setup (OUT2003-11)</b>	Tools/options settings; Sharing Outlook folders	
<b>Outlook Shortcuts (OUT2003-12)</b>	Adding /deleting Moving Shortcuts; Using The Journal; Finding Messages; Outlook Keyboard Shortcuts	
<b>Outlook Troubleshooting and Help (OUT2003-13)</b>	Using Help and Troubleshooting Tips and Hints	