

# Microsoft Outlook XP Fundamentals

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## Overview

The skills and knowledge acquired in Microsoft Outlook XP Fundamentals are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Outlook XP Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Outlook XP Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Outlook XP Level 1 you should be able to:

- start Outlook XP and navigate around the various features
- create and send e-mail messages
- receive e-mails into your Inbox
- work with the calendar feature in Outlook XP
- schedule appointments and events in your calendar
- add, edit and delete contacts and contact details
- create a to do list using the Tasks feature of Outlook

**Course Duration is 1 Day**

**Course Code: O4M1**

## Topics

### Outlook XP Basics

- Understanding Outlook XP
- Starting Outlook XP
- Common Outlook XP Screen Elements
- Going To Outlook XP Features
- Navigating To Outlook XP Features
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Displaying And Hiding Toolbars
- Exiting Outlook XP

### Sending Email

- Understanding E-Mail
- E-mail In Outlook XP
- How Outlook XP Mail Works
- Composing An E-Mail Message
- Creating A New Message
- Checking The Spelling
- Adding An Attachment To A Message
- Adding Importance
- Requesting Message Receipts
- Sending The Message
- Creating An AutoSignature
- Using An AutoSignature
- Removing An AutoSignature
- Sending A Courtesy Copy
- Sending A Blind Copy

### Receiving Email

- Understanding The InBox
- Accessing The Inbox
- Retrieving E-Mail
- Opening An Outlook Data File
- Adjusting The Message View
- Viewing Messages In Groups
- Reading Messages
- Opening Several Messages
- Switching Between Open Messages
- Closing A Mail Message
- Marking Messages As Unread
- Marking Messages As Read
- Viewing Unread Messages
- Deleting Messages
- Recovering Deleted Messages
- Understanding Message Attachments
- Saving A Message Attachment
- Opening A Message Attachment
- Replying To A Message
- Replying To All Messages
- Replying Without The Original Message
- Forwarding Messages
- Removing Inbox Headings
- Adding Inbox Headings
- Emptying Deleted Items

### Working With The Calendar

- Accessing The Calendar
- Changing Calendar Views
- Moving To Specific Dates
- Creating A Second Time Zone
- Deleting A Second Time Zone
- Sharing Your Calendar
- Viewing Shared Calendars
- Closing And Deleting Shared Calendars
- Creating A New Calendar
- Deleting A Calendar
- Creating A Public Calendar

### Appointments And Events

- Using A Specific Calendar
- Scheduling An Appointment
- Scheduling An Appointment From The Menu
- Rescheduling An Appointment To Another Day
- Rescheduling An Appointment To Another Time
- Creating Recurring Appointments
- Scheduling An Event
- Deleting Appointments And Events
- Organising Your Appointments
- Printing Your Calendar
- Specifying The Work Week
- Labelling Appointments

### Contacts

- Understanding The Contact Card
- Accessing Contacts
- Creating A New Contact Card
- Entering Contact Details
- Adding Contacts To Existing Companies
- Editing Contact Details
- Inserting A Contact Picture
- Deleting An Unwanted Contact
- Recovering A Deleted Contact
- Printing The Contact List

### Tasks

- Accessing Outlook Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Categorising Tasks
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing A Task List