

# Course overview:

## Outlook 2000 Introduction

(C206eng)



the courseware  
company

www.courseware.co.uk  
sales@courseware.co.uk

### Overview and objectives

Outlook functions as desktop information manager including managing files and folders and a mail message center. On completion of this course, delegates will be able to navigate Outlook, get help, send and read e-mail, set and keep track of their appointments, tasks and contacts, post Notes, print and organize their Outlook desktop.

### Who should attend?

Intending, new or recent Outlook users who need to get to grips with using the essentials of this electronic desktop information management system in a short space of time.

### Course prerequisites

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC Fundamentals" course.

[Getting started with Outlook 2000](#)

[Getting assistance with Outlook 2000](#)

[Using Outlook as a universal inbox](#)

[Mail and messages](#)

[Opening, replying to and finding a message](#)

[Using the address book](#)

[Keeping contacts](#)

[Meeting planning](#)

[The calendar](#)

[The task list](#)

[Recurring and assigned tasks](#)

[Using Outlook notes](#)

[Integrating Office and Outlook](#)

[Previewing and printing from Outlook](#)

[Using folders](#)

[Appendices](#)

- SpeedKeys • e-mail do's and don'ts • Computer viruses and e-mail