

## Course: Outlook

### Overview

Outlook version 2002 makes working with e-mail, tasks, contacts, and appointments more intuitive without requiring users to learn new ways of accomplishing their tasks or spend time searching for the right tools. Participants will be learning about the Inbox, Calendar features, Contacts, Tasks and Notes.

### Things to Do:

- Install Outlook on machines for use

### Participant Handouts:

- Exploring Outlook XP

### Lesson Plan Procedures:

1. Setup machines to open Outlook
2. Using the handout as a guide, train on the following:
  - a. Outlook Today and changing its theme
  - b. Using the views and folder list
  - c. Exploring the Inbox - sending, attachments, signature files, and stationary
  - d. Contacts - create contacts, create from email, create distribution lists
  - e. Calendar - create appointments, send appointments to others.
  - f. Tasks
  - g. Notes