

Microsoft Outlook 2003: Introduction

Microsoft Outlook 2003: Introduction covers the fundamentals of using Outlook 2003 to coordinate mail, appointments, events, meetings, tasks, and contacts.

Price	\$52 Nonmembers / \$39 Members
Course Credits	N/A
Prerequisites	None
Required Software	Internet Explorer 6.0 or higher
Required Hardware	Computer with sound capability

Additional Notes

Please note: This course includes narration that will require a computer with sound capabilities. While there is captioning available, you will get much more out of these courses if you have a computer with sound capabilities.

Learning Objectives

This course covers the following topics:

- Getting started with Outlook
- Composing messages
- Scheduling appointments and meetings
- Managing contacts
- Managing tasks
- Using notes