

Microsoft Outlook

Working with Outlook

- Starting Outlook for the First Time
- Reading Messages and Opening Attachments
- Responding to Messages
- Creating New Messages
- Using Address Books
- Attaching Files to Messages
- Sending and Receiving Messages
- Printing Messages
- Creating and Sending Instant Messages

Managing E-Mail Messages

- Formatting Messages
- Changing Message Settings and Delivery Options
- Customizing How You View Messages
- Managing Messages with Color
- Adding Signatures to Messages
- Flagging Messages for Follow-up

Finding and Organizing E-Mail Messages

- Finding and Categorizing Messages
- Using Search Folders
- Filtering Messages
- Managing Messages through Rules
- Organizing Messages in Folders
- Sharing Folders with Others
- Saving Messages in Other Formats
- Archiving Messages

Managing Your Calendar

- Looking at Calendars in Different Ways
- Scheduling Appointments and Events
- Managing and Organizing Appointments
- Working with Multiple Calendars
- Defining Your Available Time
- Labeling Appointments with Color
- Printing Calendars

Scheduling and Managing Meetings

- Scheduling Meetings
- Responding to Meeting Requests
- Updating and Canceling Meetings
- Viewing Other Users' Calendars
- Saving a Calendar as a Web Page

Creating and Organizing a List of Contacts

- Creating and Updating Contact Information
- Organizing Contact Information
- Tracking Dealings with Contacts
- Sending and Receiving Contact Information Through E-Mail
- Printing Contact Information

Keeping Track of Information

- Creating and Updating Tasks
- Assigning and Tracking Tasks
- Organizing Tasks
- Managing Tasks
- Creating and Updating Notes
- Organizing and Managing Notes

Working from Multiple Locations

- Connecting to Outlook
- Configuring Outlook for a Dial-Up Connection
- Optimizing Remote Performance
- Configuring Offline Folders
- Synchronizing Folders

Customizing and Configuring Outlook

- Customizing Outlook
- Customizing Menus and Toolbars Creating a Personal Folders File
- Creating a Personal Address Book
- Setting Up Secure E-Mail
- Specifying Advanced E-Mail Options
- Working with New Mail Notifications