



## Outlook 2000: Level 1 (Windows)

Course length: 1 day

### Course description

**Overview:** Students will learn the fundamentals of using Outlook 2000 to coordinate mail, appointments, events, meetings, tasks, and contacts.

**Prerequisites:** *Windows 95: Introduction, Windows 95: Transition, Windows NT Workstation 4.0: Orientation, Windows 98: Introduction*, or equivalent knowledge.

**Delivery method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** Students will learn how to send and receive mail, schedule appointments, insert events, schedule meetings, create and manage tasks, and organize contacts.

**Target student:** Students enrolling in this course should be familiar with Windows 95, Windows 98, or Windows NT Workstation 4.0.

**What's next:** Outlook 2000: Level 1 is the first course in this series. Outlook 2000: Level 2, the next course in this series, teaches students advanced mail, contacts, and journal features; how to create forms and templates; how to customize the Outlook 2000 environment; and how to use remote mail and the Internet features of Outlook 2000. Students who want to learn advanced features can take Outlook 2000: Level 2.

### Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the Outlook 2000 interface.
- Send, receive, and act on mail messages.
- Use additional message handling options, insert text into a message, and create multiple Signatures.
- Create personal folders and organize Outlook 2000 folders.
- Create, edit, and categorize single appointments and recurring appointments.
- Create, send, and manage meeting requests.
- Create, edit, assign, and track tasks, and create and edit contacts.

# Course content

## **Lesson 1: Getting started with Outlook 2000**

- Overview of Outlook 2000
- Overview of Outlook Today

## **Lesson 2: Using mail**

- Creating and sending messages
- Acting on messages
- Working with address books
- Recalling and printing

## **Lesson 3: Handling messages**

- Message handling options
- Inserting text into a message
- Creating Signatures

## **Lesson 4: Managing folders**

- Creating and using personal folders
- Using the Organize Page

## **Lesson 5: Working with appointments and events**

- Scheduling appointments
- Assigning categories
- Editing appointments
- Inserting events

## **Lesson 6: Scheduling and managing meetings**

- Creating and sending meeting requests
- Working with meeting requests
- Managing meeting responses

## **Lesson 7: Using the task and contact manager**

- Managing tasks
- Adding and editing contacts

## **Appendix A: Internet features**

- Viewing Web pages in Outlook
- Publishing your Calendar as a Web page