

# Outlook 2003

Workbook - Foundation Level



SAMPLE

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## Installing the Sample Files

- Use Windows Explorer to create a folder called **Outlook 2003 Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Outlook 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

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## Introduction to Outlook 2003

### Outlook 2003 Workspace

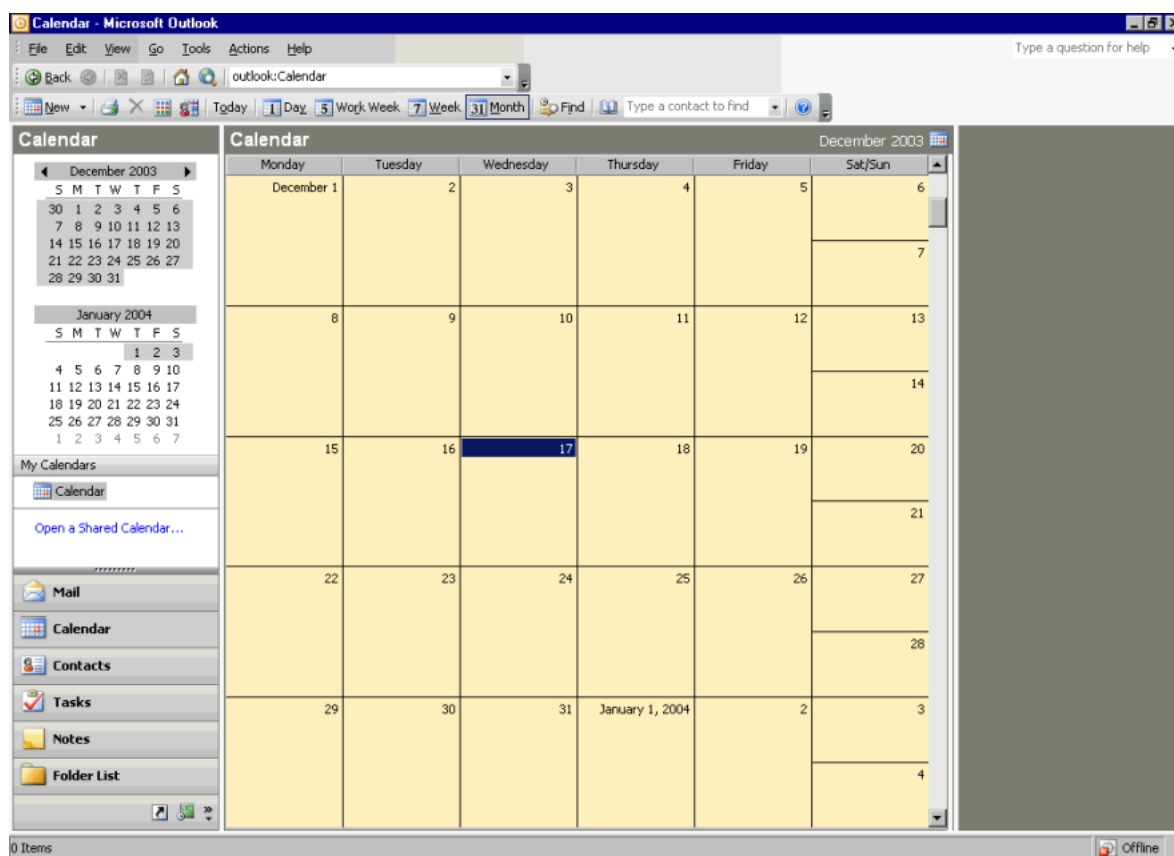
#### Exploring the Outlook 2003 Environment

- Start Outlook 2003.
- The Outlook Bar has been replaced by the **Navigation Pane** in Outlook 2003:



- Click on **Calendar** to display the calendar:

# SAMPLE

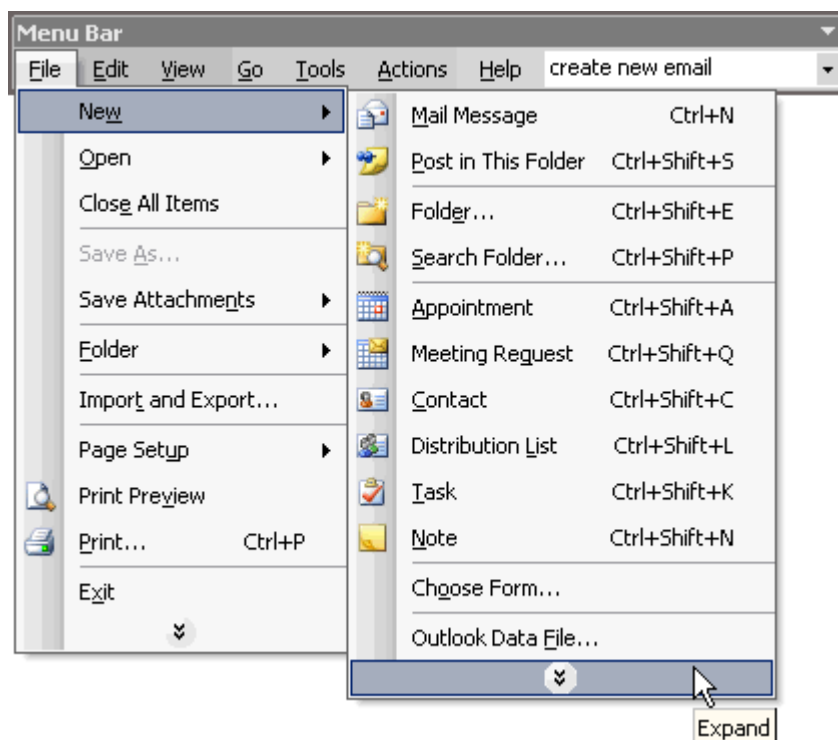


- Click on **Contacts** to display your contacts.
- Click on **Tasks** to display your tasks.

### Using the Main Menu

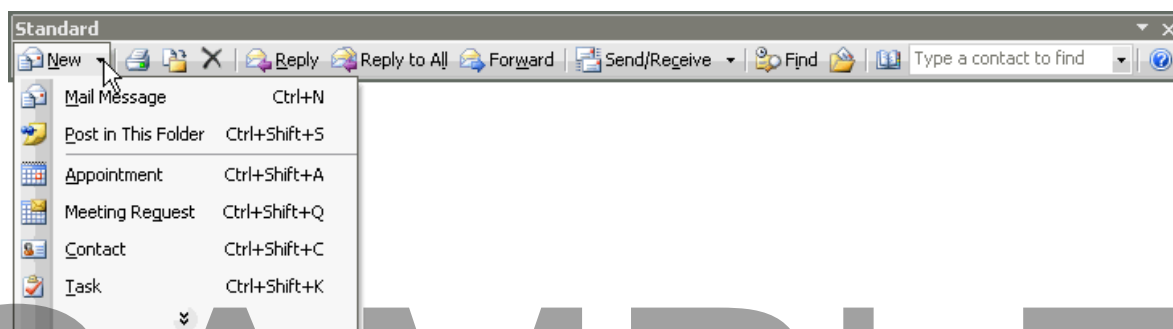
- Experiment with the **Main Menu** by clicking on the various options, and expanding the menus. Notice the down arrows at the bottom of the menu. Click on the arrows to fully expand the menu:

# SAMPLE

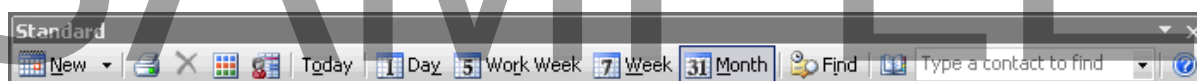


## Using the Standard Toolbar

- Experiment with the **Standard Toolbar** by clicking on the various menu options:



- Select **Calendar** in the Navigation Pane and notice how the toolbar changes:



- Select **Contacts** in the Navigation Pane and notice how the toolbar changes:



## Using the Advanced Toolbar

- Click on **Mail** in the Navigation Pane.
- From the main menu, choose **View > Toolbars > Advanced** to open the **Advanced Toolbar**:

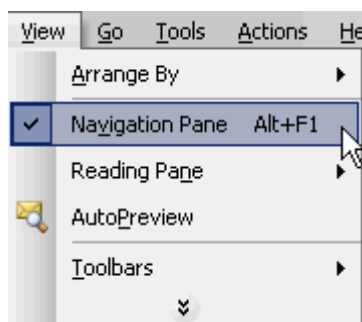


- Select **Tasks** in the Navigation Pane and notice how the toolbar changes:

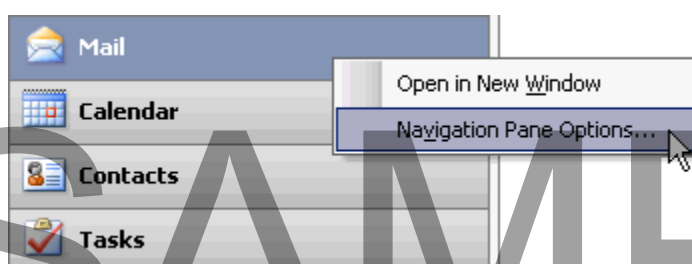


## Using the Navigation Pane

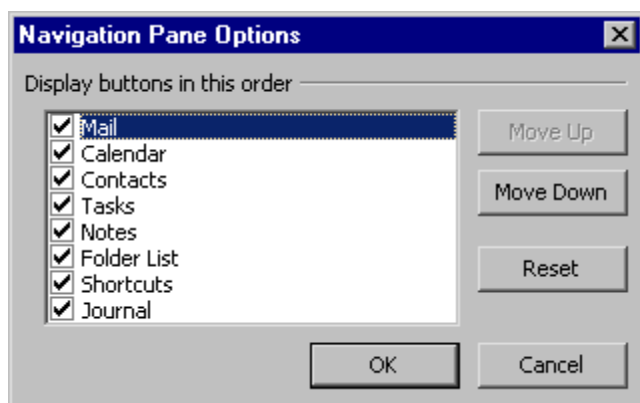
- If the Navigation Pane is not already open, from the main menu, choose **View > Navigation Pane**:



- Right click on any of the icons in the Navigation Pane to display a pop-up menu:



- Select **Navigation Pane Options**. This will open the **Navigation Pane Options** dialog box:

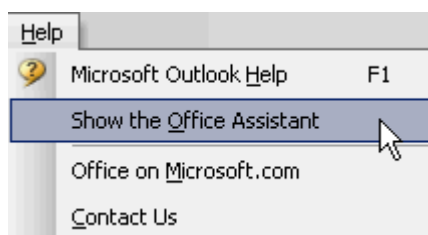


- Check all the options to display all of the buttons in the Navigation Pane.
- Click **OK** to close the **Navigation Pane Options** dialog box.

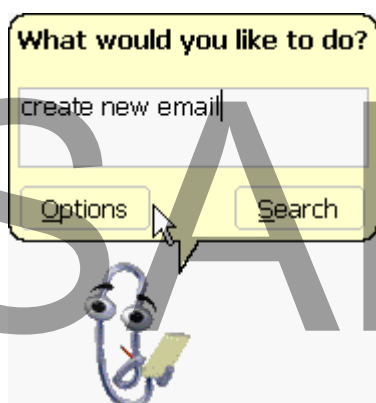
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### Using the Office Assistant

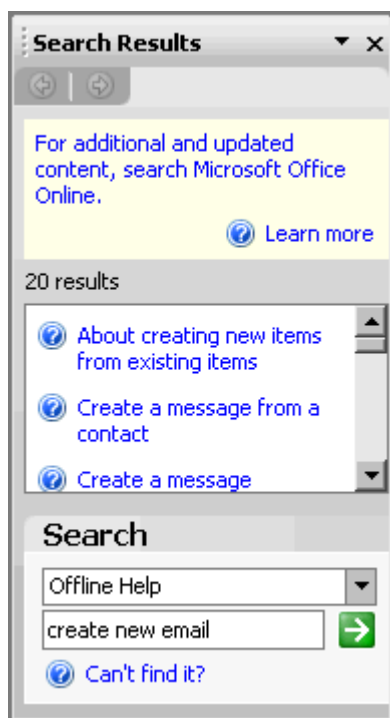
- Click on the **Mail** button in the Navigation Pane.
- From the main menu, choose **Help > Show the Office Assistant**:



- This will open the familiar Microsoft paperclip **Office Assistant** program.
- Click on the Office Assistant to display the balloon in which you can type a question.
- Type *create new email* in the balloon. Click **Search**:



- The help results will be displayed in the **Search Results** Task Pane:



- Click on a topic to read the Help content.

## Customise Outlook Today

### Customising Outlook Today

- Click on the **Shortcuts** icon in the **Navigation Pane** and click on the **Outlook Today** link.
- Select the **Customize Outlook Today** button:



- In the **Customize Outlook Today** folder, select the following options:

**Startup** - Checked.

**Messages** – Click on the **Choose Folders** button to open the **Select Folder** dialog box. Check off **Drafts**, **Inbox** and **Outbox**. Click **OK** to close the dialog box.

**Calendar** – Click on the down arrow and select **3** from the drop down menu.

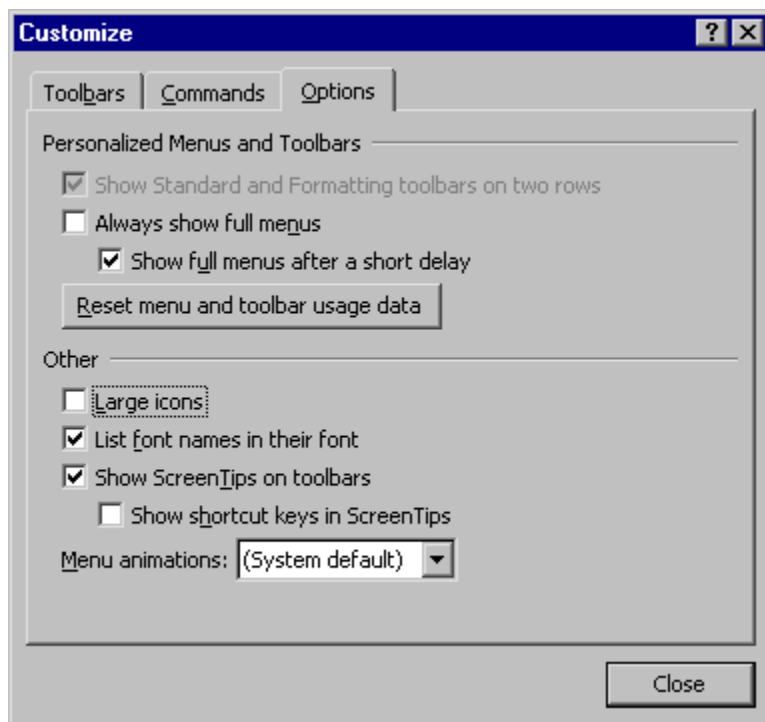
**Tasks** – Leave all options as the default settings.

**Styles** – Click on the down arrow and select **Winter** from the drop down menu.

- Click on the **Save Changes** button at the top of the panel.

## Customising the Toolbar

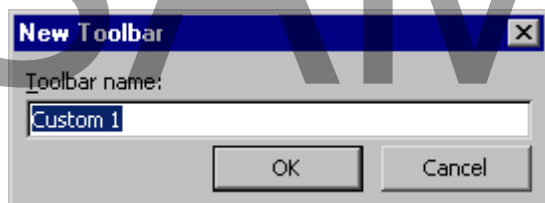
- From the main menu, choose **Tools > Customize** to open the **Customize** dialog box. Select the **Options** tab:



- Check off **Always show full menus**.
- Click **Close** to close the dialog box.
- Click on any of the options on the main menu and notice how the menus are fully expanded now.

## Creating a new Toolbar

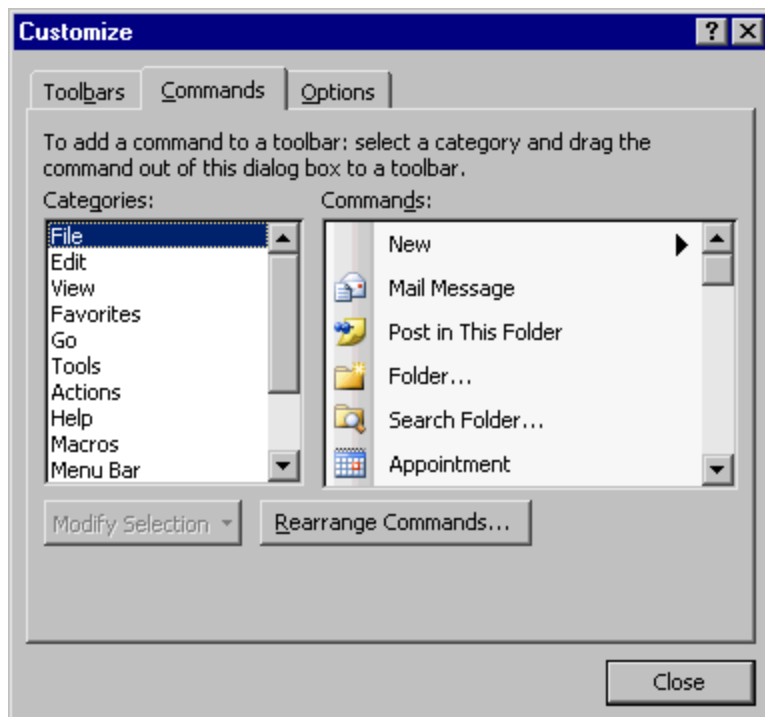
- From the main menu, choose **Tools > Customize** to open the **Customize** dialog box. Select the **Toolbars** tab.
- Click the **New** button to open the **New Toolbar** dialog box:



- Type **Example of New Toolbar** in the **Toolbar name** field and click **OK**.
- The new toolbar will now be listed in the **Customize** dialog box's **Toolbars** list, and a prototype toolbar will have been created beside the dialog box:



- Select the **Commands** tab in the **Customize** dialog box:



- Select **File** from the **Categories** list on the left.
- Click on **Mail Message** from the **Commands** list on the right. Drag and drop it onto the prototype toolbar:

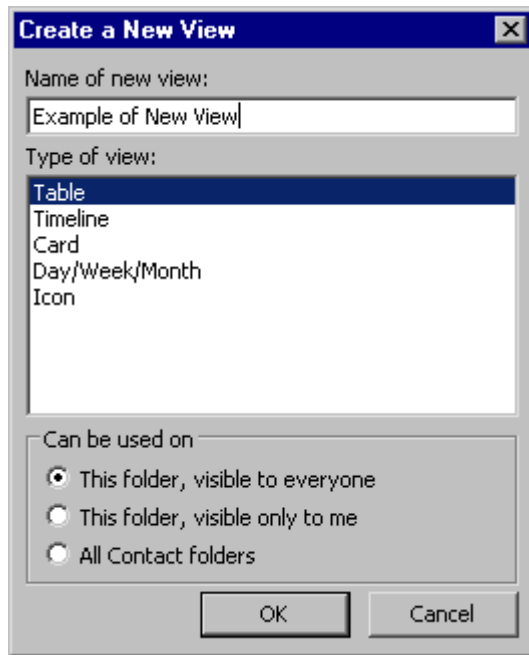


- The icon will appear on the new toolbar. Add another button to the toolbar by dragging and dropping **Post in This Folder** from the **Commands** list onto the prototype toolbar.
- Click **Close** to close the **Customize** dialog box.
- Click on the "x" on the top right corner of the **Example of New Toolbar** to close it.

## Creating Custom Views

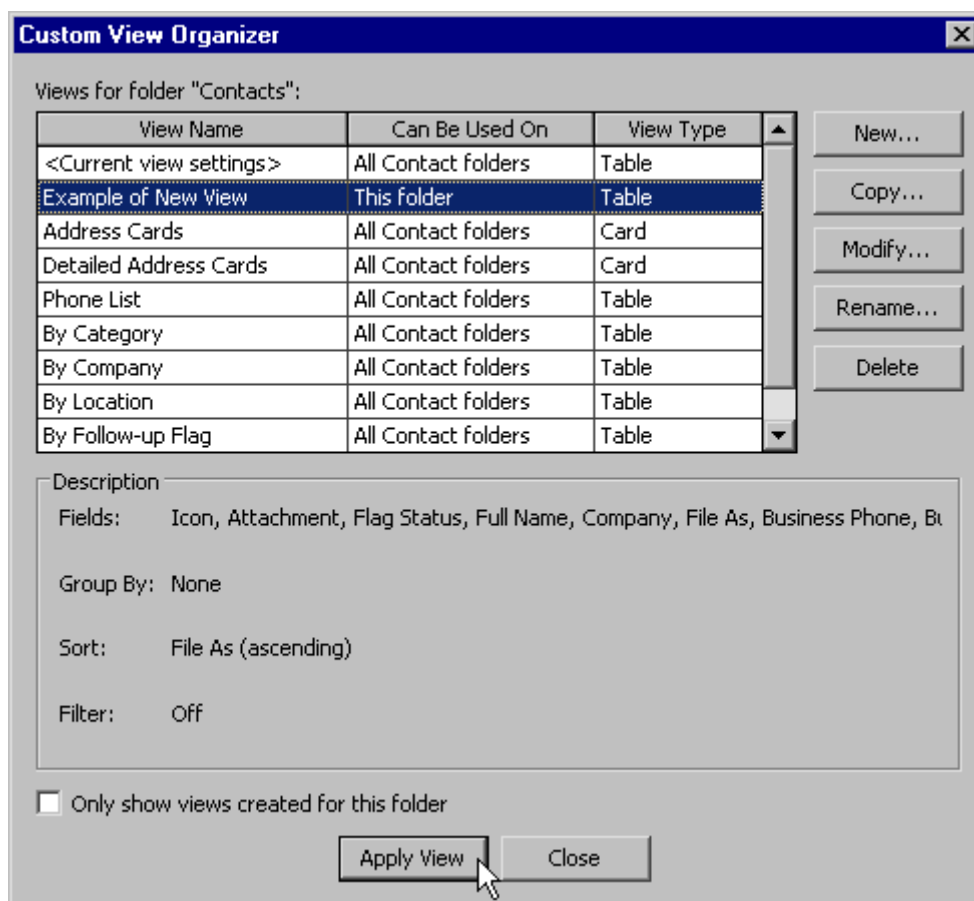
- Click on **Contacts** in the Navigation Pane.
- From the main menu, choose **View > Arrange By > Current View > Define Views** to open the **Custom View Organizer** dialog box.

- Click the **New** button to open the **Create a New View** dialog box:



- Type **Example of New View** in the **Name of new view** field.
- Select **Table** from the **Type of view** list.
- Select **This folder, visible to everyone** from the **Can be used on** section
- Click **OK** and the **Customize View** dialog box will open.
- Leave all settings as the default in the **Customize View** dialog box.
- Click **OK** to close the dialog box and return to the **Custom View Organizer** dialog box.
- Be sure **Example of New View** is highlighted and click on **Apply View**:

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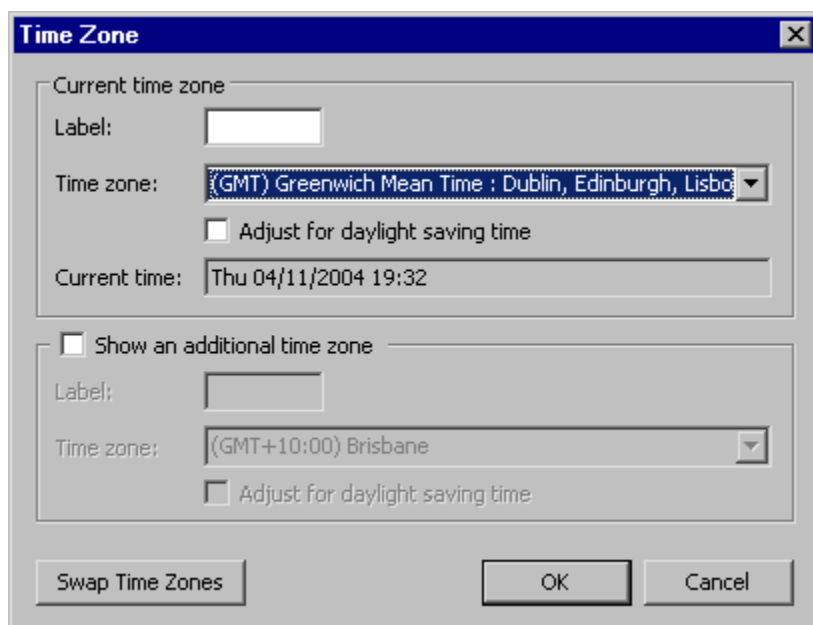


- The **Contacts** folder will now be displayed in a table format:

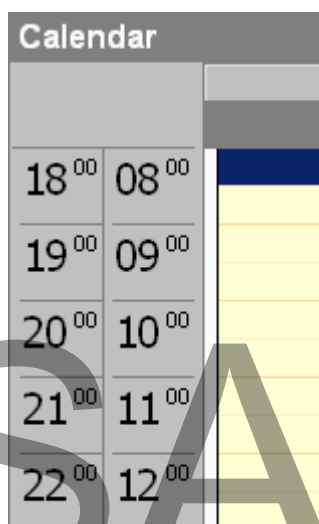
| Contacts |                              |         |                 |                |
|----------|------------------------------|---------|-----------------|----------------|
|          | Full Name                    | Company | File As         | Business Phone |
|          | Click here to add a new C... |         |                 |                |
|          | Jane Doe                     | XXXX    | Doe, Jane       | (0)1234-123456 |
|          | Enrico Gonzales              |         | Enrico Gonzales |                |

### Adding Additional Time Zones

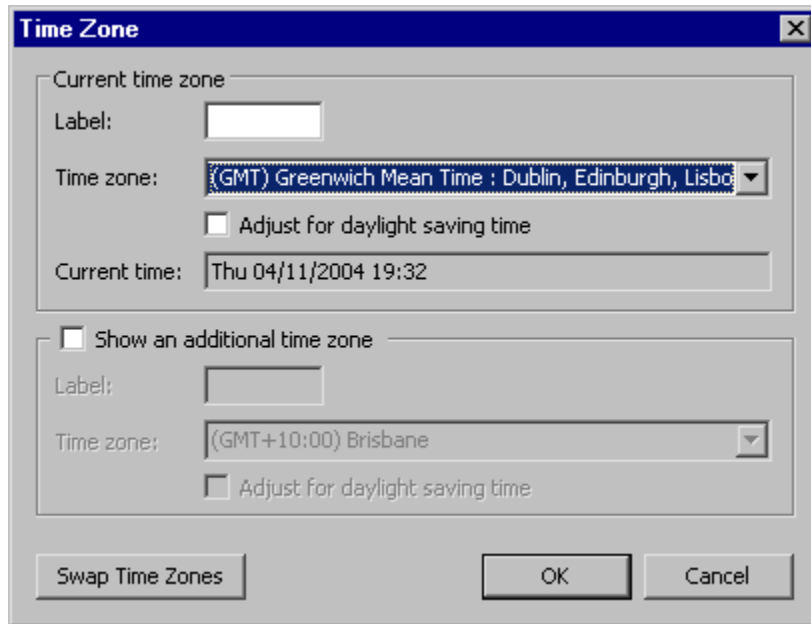
- Open the **Calendar** Pane, by clicking on the **Calendar** button in the Navigation Pane, or in the list of folders.
- From the main menu, choose **View > Day**.
- From the main menu again, choose **Tools > Options** to open the **Options** dialog box.
- In the **Preferences** tab in the **Calendar** section, click the **Calendar Options** button to open the **Calendar Options** dialog box.
- In the **Advanced options** area, click the **Time Zone** button to open the **Time Zone** dialog box. Select the **GMT** option from the **Time Zone** drop menu:



- Select the **Show an additional time zone** check box. Choose **GMT+10:00** from the Time Zone drop down menu.
- Click **OK** to close the **Time Zone** dialog box.
- Click **OK** to close the **Calendar Options** dialog box.
- Click **OK** to close the **Options** dialog box and see the two time zones displayed:



- From the main menu again, choose **Tools > Options** to open the **Options** dialog box.
- In the **Preferences** tab in the **Calendar** section, click the **Calendar Options** button to open the **Calendar Options** dialog box.
- In the **Advanced options** area, click the **Time Zone** button to open the **Time Zone** dialog box. Deselect the **Show an additional time zone** option:



- Click **OK** to close the **Time Zone** dialog box.
- Click **OK** to close the **Calendar Options** dialog box.
- Click **OK** to close the **Options** dialog box.

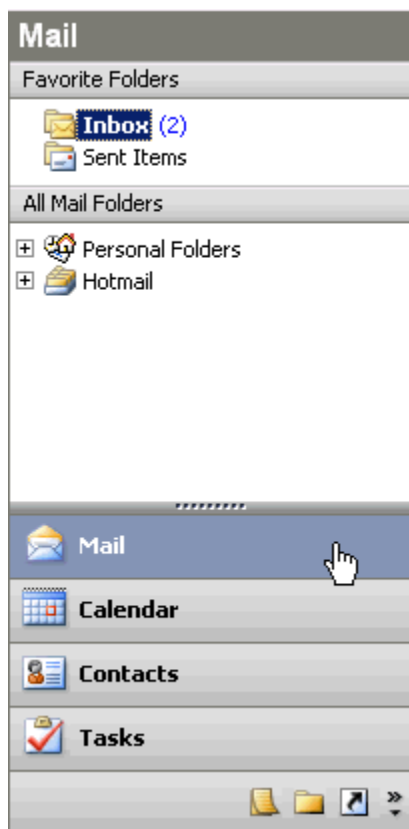
## The Navigation Pane

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### Using the Mail button

- Click on the **Mail** button. Your mail folders are made visible in the Navigation Pane:

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### Using the Calendar button

- Click on the **Calendar** button, the buttons to access all available calendars and open a shared calendar are displayed.

---

### Using the Contacts button

- Click on the **Contacts** button.
- Click on **Address Cards** to view your contacts as address cards in the Reading Pane.
- Click on **Phone List** to view your contacts as a phone list in the Reading Pane.

---

### Using the Tasks button

- Click on the **Tasks** button, and select **Detailed List** to view a detailed listing of your tasks.
- Click on **Task Timeline** to view a time line of your tasks.

---

### Using the Notes button

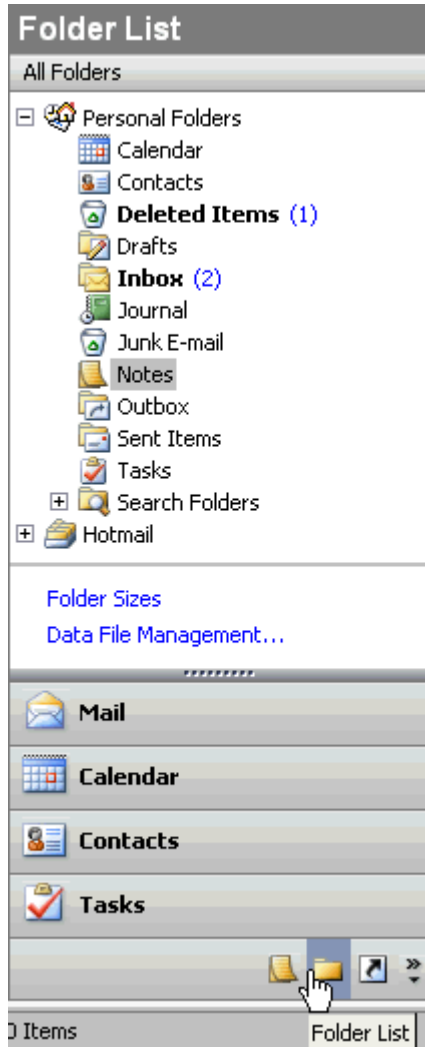
- Click on the **Notes** button at the bottom of the Navigation Pane.
- Select **Icons** from the **Current View** section to see your notes represented by icons.

- Select **By Color** to see them organized by colour.

---

### Using the Folder List button

- Click on the **Folder List** button, to display all folders available in Outlook:

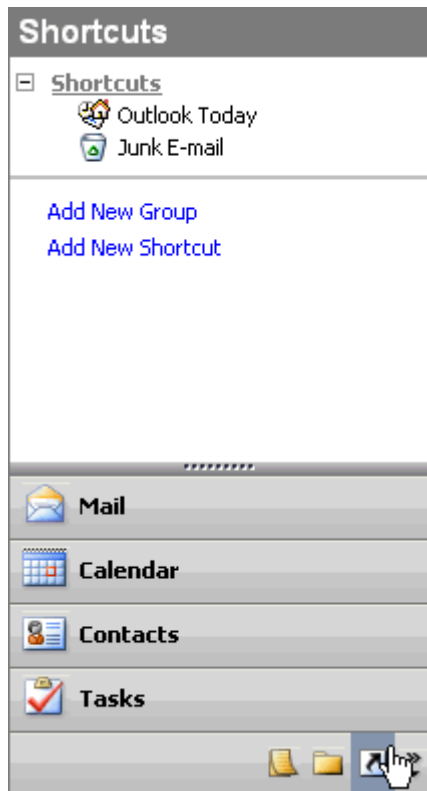


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### Using the Shortcuts button

- Click on the **Shortcuts** button to display a list of all shortcuts you may have created as well as options for **Add New Group** and **Add New Shortcut**:

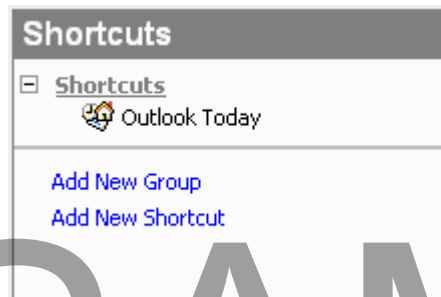
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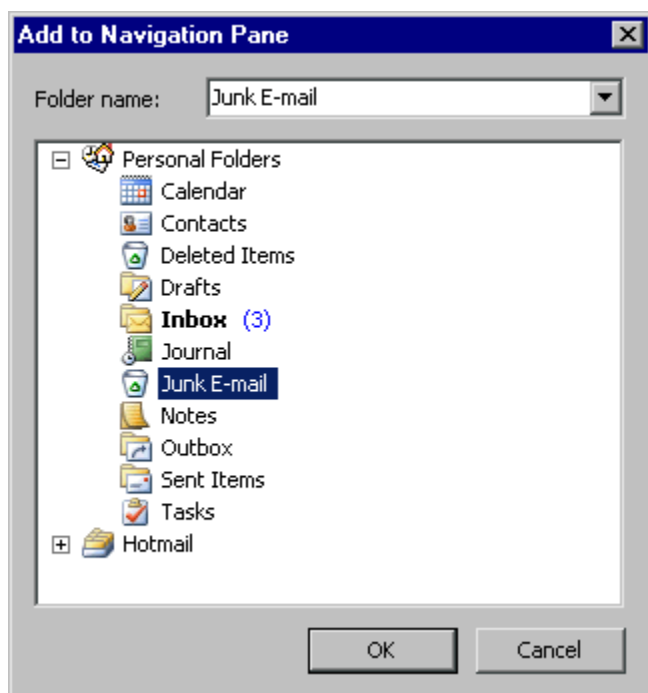
### Adding New Shortcuts

- Click on the **Shortcuts** button in the Navigation Pane.
- Click on **Add New Shortcut**:

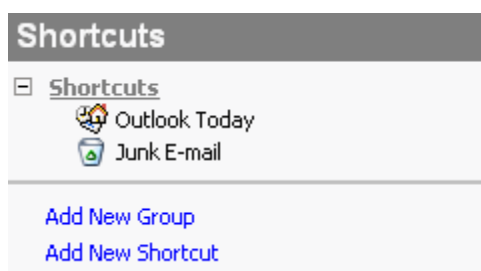


- This will open the **Add to Navigation Pane** dialog box:

SAMPLE



- Select the **Junk E-mail** folder and click **OK**.
- The new shortcut will now be listed:



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## The Toolbars

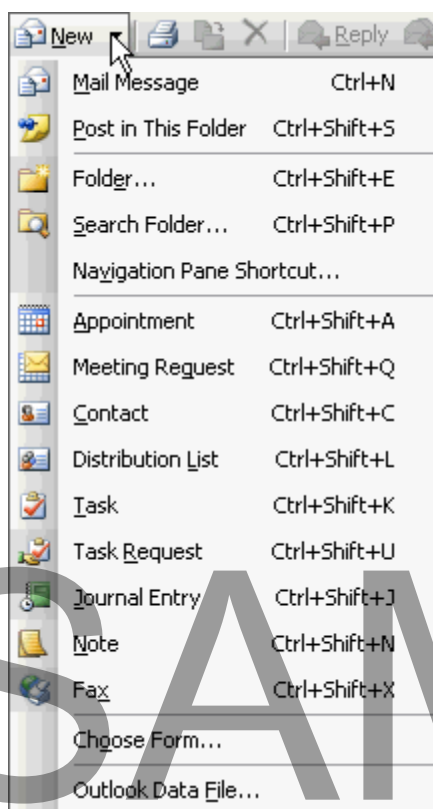
### The Standard Toolbar

#### Using the New Pull-down Menu

- Select **Mail** in the Navigation Pane.
- Place the cursor over the **New** button on the Standard toolbar, and click to create a new message:



- Close the new message without saving.
- Click on the down arrow beside the **New** button to expand the drop-down menu:

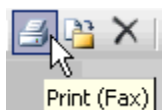


- Select **Mail Message**.
- Close the new message without saving.

#### Using the Print button

- Select **Mail** in the Navigation Pane.
- Select a mail message.

- Click on the **Print** button.

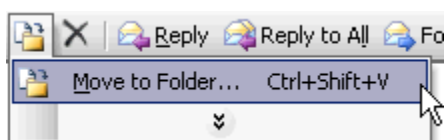


- The mail message that is selected will be printed on the default printer.

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### Using the Move to Folder button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Move to Folder** button and select **Move to Folder**:



- Select **Deleted Items** in the **Move Items** dialog box and click **OK**.
- Click on **Deleted Items** in the **All Mail Folders** section of the Navigation Pane. Your message will now be in that folder.

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### Using the Delete button

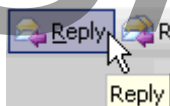
- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Delete** button to remove the message to the **Deleted Items** folder:



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### Using the Reply button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Reply** button:

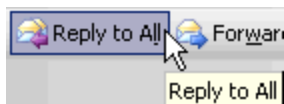


- Notice how the sender's address is already in the **To** field. Close the new message without saving.

---

### Using the Reply to All button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Reply to All** button:

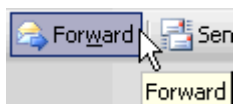


- Notice how *all* of the addresses the email was originally sent to are already in the **To** field. Close the new message without saving.

---

### Using the Forward button

- Select **Mail** in the Navigation Pane.
- Select a mail message from the **Inbox**.
- Click on the **Forward** button:



- Notice how a new mail message is created with the original content already in the body. Close the email without saving.

---

### Using the Send and Receive button

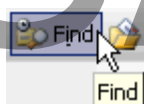
- Select **Mail** in the Navigation Pane.
- Click on the **Send/Receive** button to send or receive any email messages:



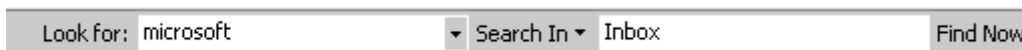
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### Using the Find button

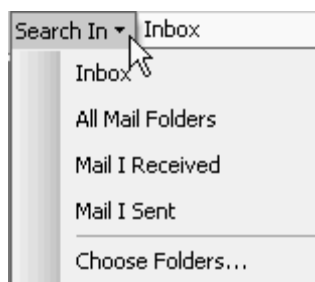
- Select **Mail** in the Navigation Pane.
- Click on the **Find** button:



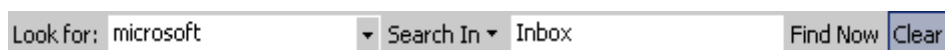
- Type *microsoft* in the **Look for** field:



- Click on the down arrow by **Search In** and select **Inbox**:



- Click on **Find Now**.
- All emails that contain "microsoft" in the Inbox will be displayed in the Folder Pane.
- Click on **Clear** to clear the search results:



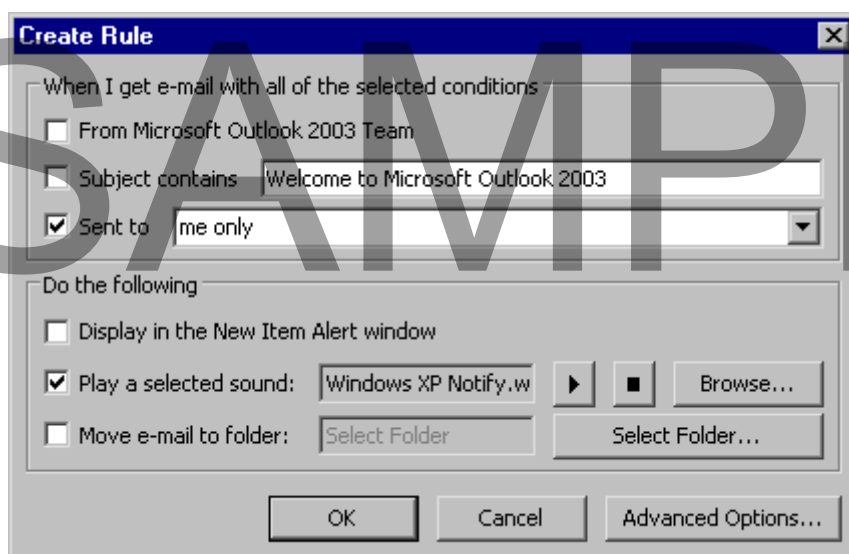
- Click on the "x" at the right to close the **Find** toolbar.

### Using the Create Rule button

- Select **Mail** in the Navigation Pane.
- Click on the **Create Rule** button:



- If a warning dialog box is displayed, check **Please do not show me this dialog again** and click **OK**.
- Check the **Sent to** option and select **me only** from the drop down menu.
- Check **Play a selected sound** from the **Do the following** section:



- Click **OK** to close the dialog box.
- Check **Run this rule now on messages already in the current folder** and click **OK**.



### Using the Address Book button

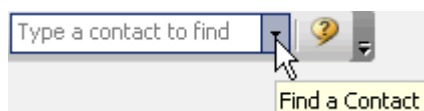
- Select **Mail** in the Navigation Pane.
- Click on the **Address Book** button to open the Address book:



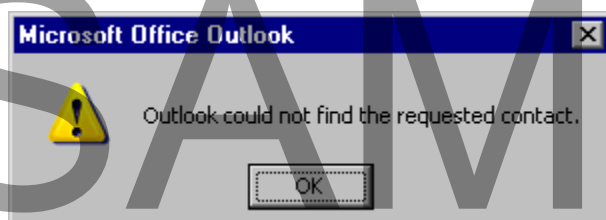
- Select **File** > **Close** to close the Address book.

### Using the Find a Contact field

- Select **Mail** in the Navigation Pane.
- Click on the **Find a Contact** field:



- Type **Michael** and press **Enter**.
- If there is no contact by that name found, a dialog box will be displayed:

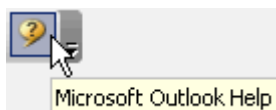


- If there is a contact by that name, then their contact information will be displayed.

### Using the Help button

- Select **Mail** in the Navigation Pane.

- Click on the **Microsoft Outlook Help** button:



- This instantly opens the **Outlook Help** task pane.
- Close the task pane.

## The Web Toolbar

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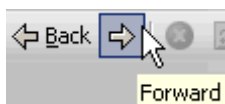
### Using the Back button

- Select **Calendar** in the Navigation Pane.
- Select **Shortcuts** in the Navigation Pane.
- Click on the **Outlook Today** shortcut.
- Click on the **Back** arrow button to return to the **Calendar**:



### Using the Forward button

- Click on the **Forward** arrow button to return to **Outlook Today**:



### Using the Web Search Feature

- Type **www.microsoft.com** into the web search field and press **Enter**:



- Microsoft's main page will be displayed in the Outlook window.

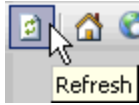
### Using the Stop button

- Type **www.microsoft.com** into the web search field and press **Enter**.
- Click on the **Stop** button to stop the search for the page instantly:



## Using the Refresh button

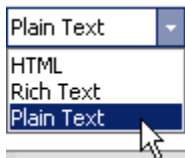
- Type [www.microsoft.com](http://www.microsoft.com) into the web search field and press **Enter**.
- Click the **Refresh** button to refresh the page:



## The Message Toolbars

### Using the Plain Text Message Toolbar

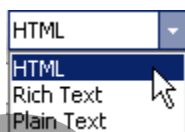
- Create a new mail message.
- Select **Plain Text** from the Email toolbar:



- Notice how the toolbar changes to show only the basic toolbar shortcuts: Save, Print, Send, Accounts, Insert File, Address Book, Check Names, Permission, Importance, Message Flag, Create Rule, Options and Message Format.

### Using the HTML Message toolbar

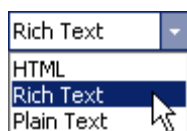
- Create a new mail message.
- Select **HTML** from the Email toolbar:



- Notice how the toolbar changes. **Paragraph** style, including header and titles, can be inserted; **Fonts**, **Font Size** and **Colour** can be set. **Alignment**, **Spacing** and **Horizontal Bar** insertion can all be applied to the HTML message text.

### Using the Rich Text Message toolbar

- Create a new mail message.
- Select **Rich Text** from the Email toolbar:

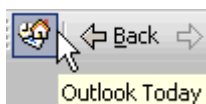


- Notice how the toolbar changes. The only difference is that **Paragraph** style with headers and titles cannot be inserted, and **Horizontal Bars** are also not available for a **Rich Text** message.

## The Advanced Toolbar

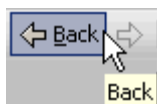
### Using the Outlook Today button

- Click on the **Outlook Today** button to quickly open the **Outlook Today** pane in the main viewing area:



### Using the Back button

- Click on the **Calendar** button in the Navigation Pane.
- Now click on the **Outlook Today** button.
- Click on the **Back** arrow button to move back to the **Calendar** view:



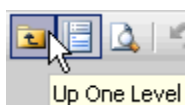
### Using the Forward button

- Click the **Forward** arrow button to return to the **Outlook Today** view:



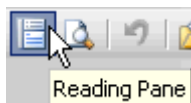
### Using the Up One Level button

- Click on the **Contacts** button in the Navigation Pane.
- Click on the **Up One Level** button to move one level up (to the Outlook Today view):



### Using the Reading Pane button

- Click on the **Mail** button in the Navigation Pane.
- Click on the **Reading Pane** button to quickly close the **Reading Pane**:



- Click on it again to reopen the **Reading Pane**.

### Using the Print Preview button

- Click on the **Mail** button in the Navigation Pane
- Select a message from the Folder pane.
- Click on the **Print Preview** button to open the **Print Preview** dialog box:



- Click **Close** to close the Print Preview dialog box.

### Using the Undo button

- Click on the **Mail** button in the Navigation Pane
- Select a message from the Inbox in the Folder pane.
- From the main menu, choose **Edit > Delete**.
- Click on the **Undo** button to undo the message deletion:



### Using the Rules and Alerts button

- Click on the **Rules and Alerts** button to open the **Rules and Alerts** dialog box:

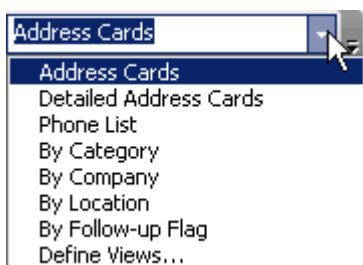


- If you see a warning dialog box, click **OK**.
- Click **Cancel** to close the **Rules and Alerts** dialog box.

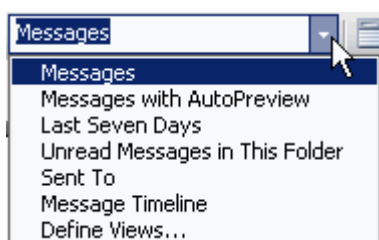
### Using the Current View field

- Click on the **Contacts** button in the Navigation Pane.

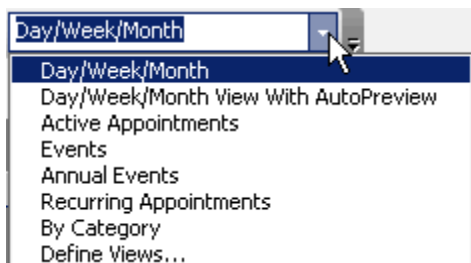
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



- Click on the **Mail** button in the Navigation Pane
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



- Click on the **Calendar** button in the Navigation Pane
- Click on the down arrow beside the **Current View** field and experiment with choosing various views:



### Using the Group By Box button

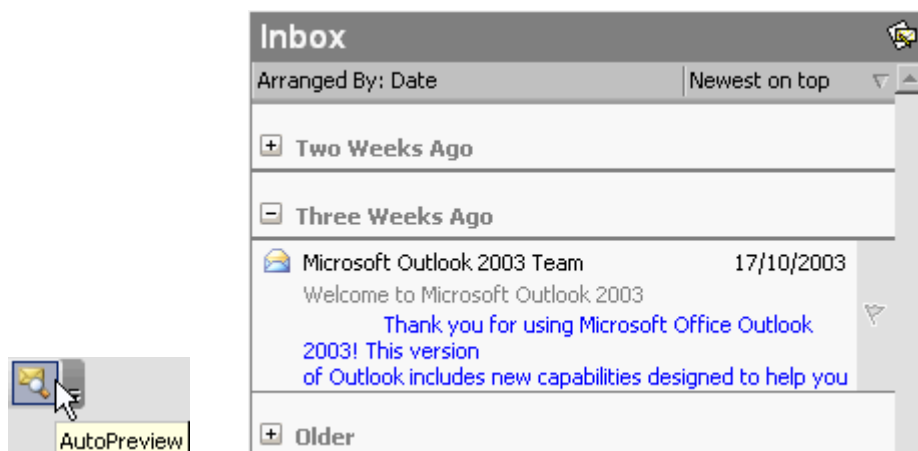
- Click on the **Mail** button in the Navigation Pane.
- Click on the **Group By Box** button to display the **Group By Box** in the Folder pane:



- Click on it again to remove the Group By Box.

## Using the AutoPreview button

- Click on the **AutoPreview** button to open the **AutoPreview** function:



- Click on it again to remove the **AutoPreview**.

# SAMPLE

# Mail

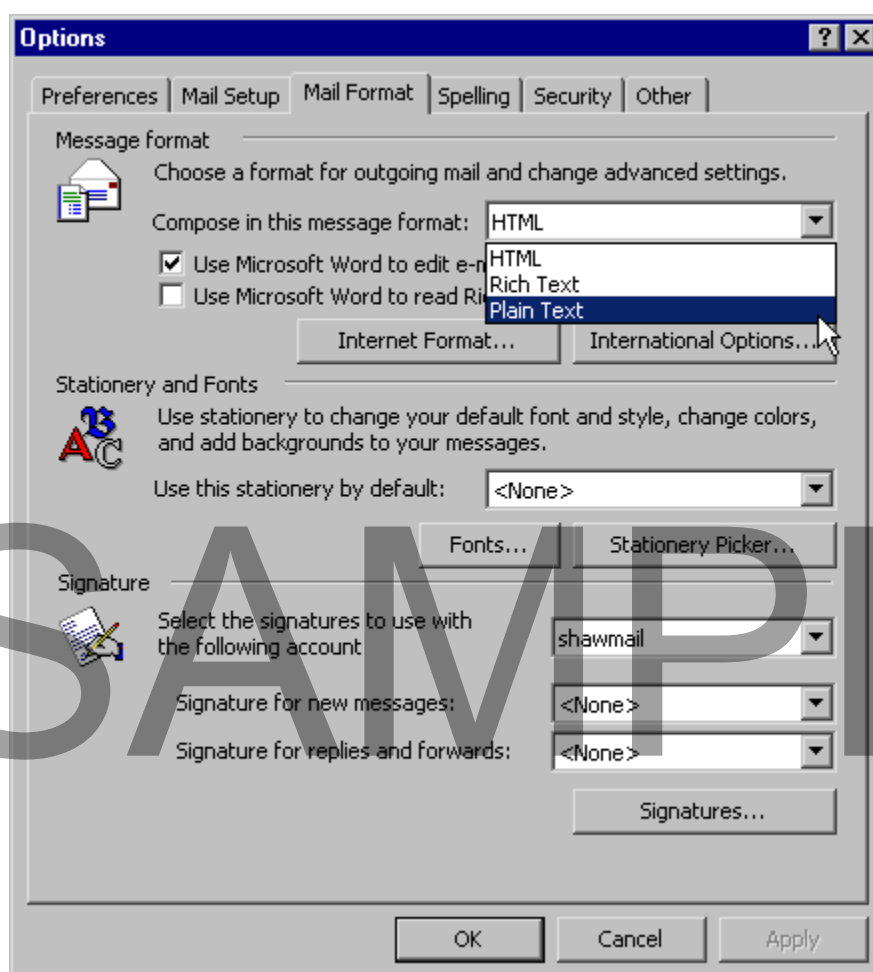
## Creating Messages

### Creating a Message

- Click on **Mail** in the Navigation Pane.
  - Click the **New** button in the **Outlook** toolbar to open a new message
- OR* click on the arrow beside the **New** button to open the full drop-down menu, and select **Mail Message**.
- Close the new message without saving.

### Setting Message Formats

- From the main menu, choose **Tools > Options** to open the **Options** dialog box, and click on the **Mail Format** tab:

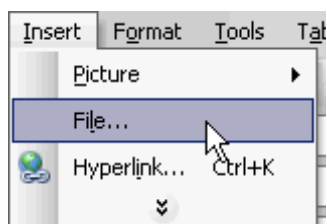


- In the **Message format** section, choose **HTML** from the **Compose in this message format** drop down list.
- Click **OK** to close the dialog box.

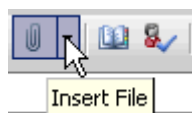
---

### Attaching a File to a Message

- Create a new mail message.
- From the message's menu toolbar, choose **Insert > File**:



**OR** click on the **Paperclip** icon within the message menu bar:

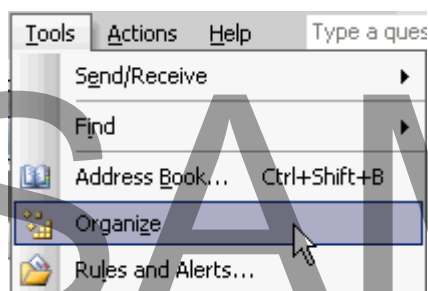


- In the **Insert File** dialog box, browse to the **Outlook 2003 Foundation Samples** and select the **tele\_booth.jpg** file. Click on **Insert**.
- Close message without saving.

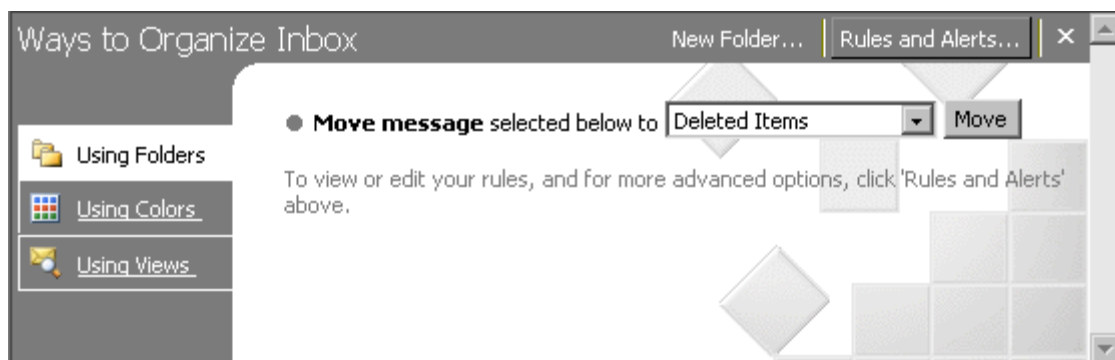
---

### Using Rules

- Select **Mail** in the Navigation Pane.
- Click on **Inbox**.
- Choose **Tools > Organize**:



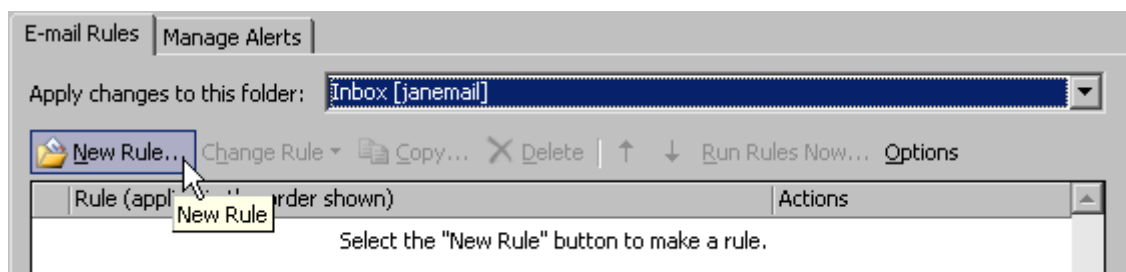
- This will open the **Ways to Organize Inbox** area in the top portion of the **Message Information** panel:



- Select a message in the Inbox that you would like to delete.
- Select **Deleted Items** from the drop down menu.
- Click on **Move** to move the message.
- Click on the "x" to close the Ways to Organize Inbox area.

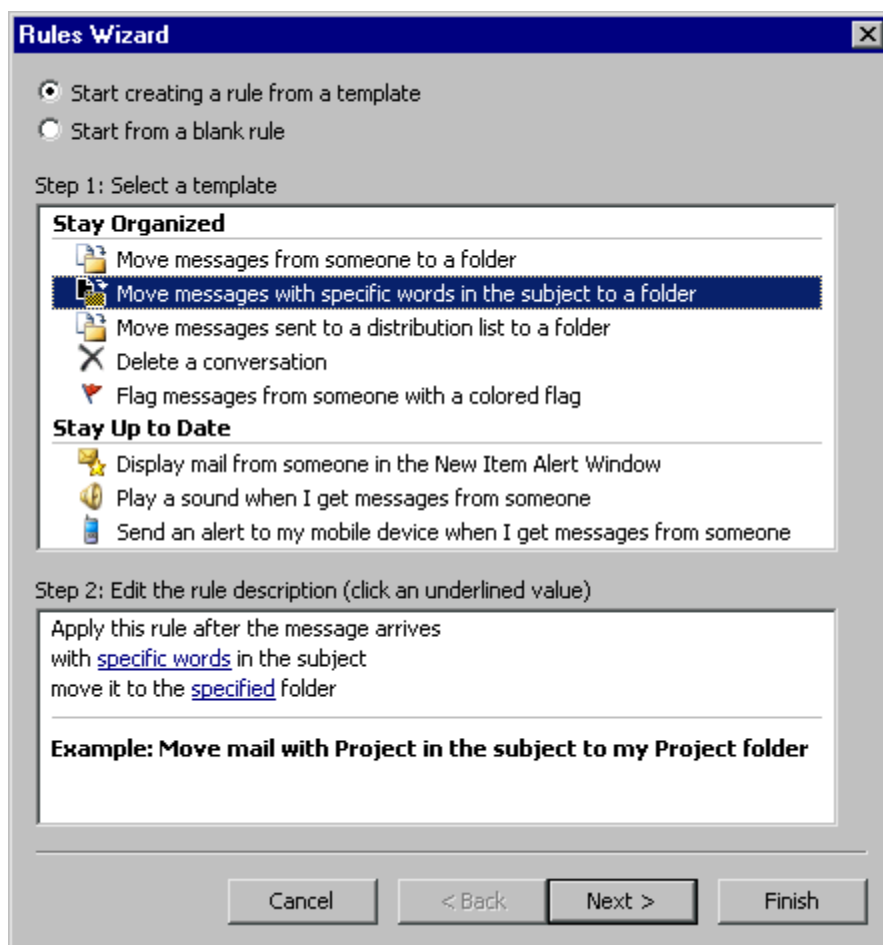
### Using the Rules and Alerts Dialog Box

- Select **Mail** in the Navigation Pane
- From the main menu, choose **Tools > Rules and Alerts** to open the **Rules and Alerts** dialog box.
- If you see a warning dialog box, check **Please do not show me this dialog again** and click **OK**.
- Click on **New Rule**:



- This opens the next **Rules Wizard** dialog box, where a new rule can be created:

# SAMPLE

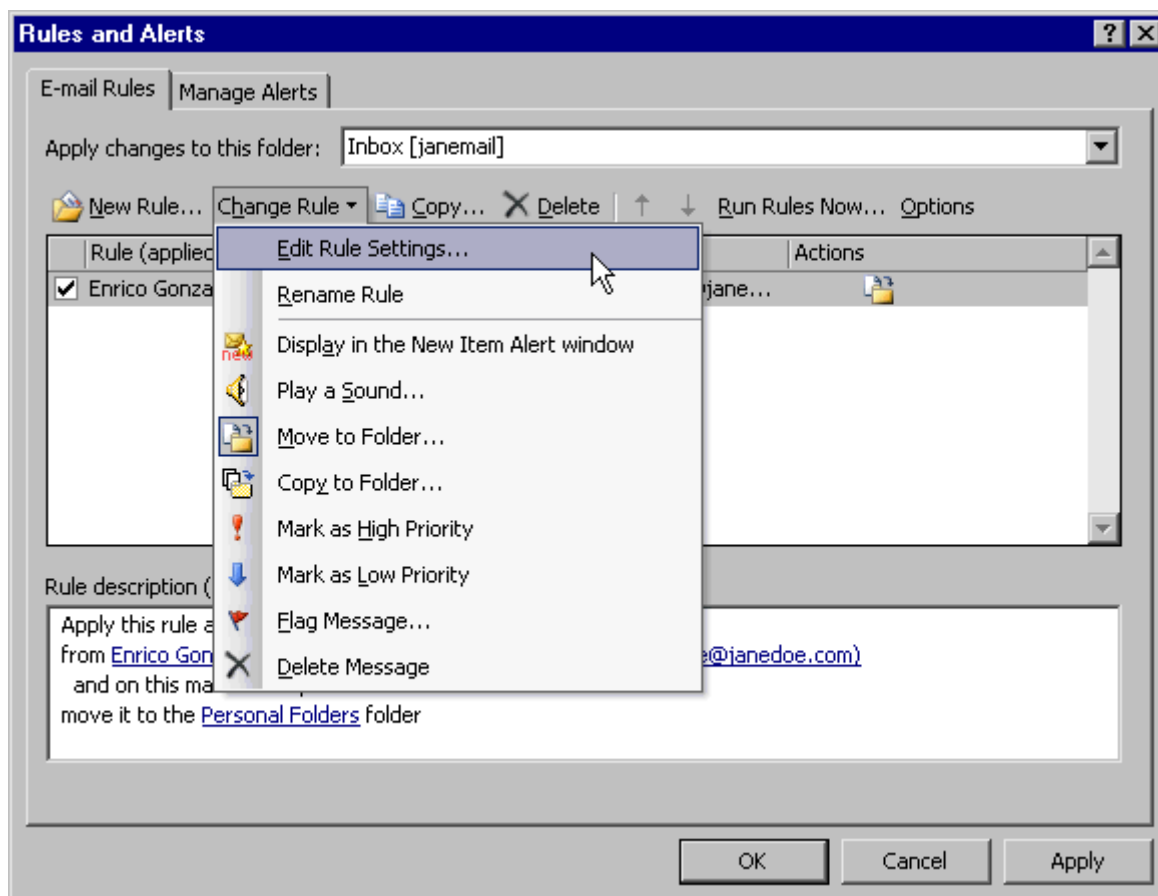


- Select **Move messages with specific words in the subject to a folder** from the **Step 1** section.
- Click on **specific words** in the **Step 2** area.
- In the **Search Text** dialog box, enter **microsoft**. Click on **Add**, then **OK** to close the dialog box.
- Click on **specified** in the **Step 2** area.
- Select **Inbox** from the list of folders. Click **OK**.
- Click on the **Next >** button to open the next window. You'll be asked to select your choice of conditions that apply to the new rule. Leave all options as the default.
- Click on the **Next >** button, and again, leave all options as they are.
- Click on the **Next >** button again, and leave all options as they are.
- Enter **Example of a Rule** in the **Specify a name for this rule** field.
- Click on **Finish** to save the rule.
- Click on **OK** to close the **Rules and Alerts** dialog box.

## Modifying a rule

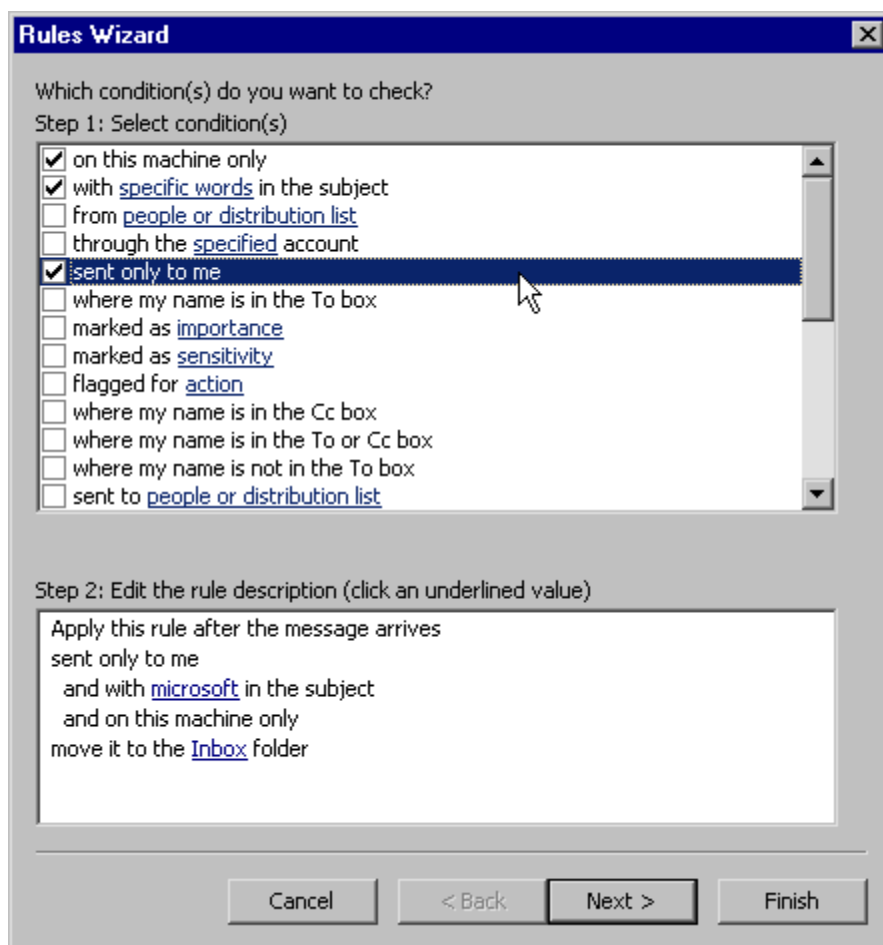
- Select **Mail** in the Navigation Pane
- From the main menu, choose **Tools > Rules and Alerts** to open the **Rules and Alerts** dialog box.

- Highlight **Example of a rule**, and click the **Change Rule** button. From the sub menu, select **Edit Rule Settings**:



- Select **sent only to me** from the **Step 1: Select condition(s)** area:

# SAMPLE

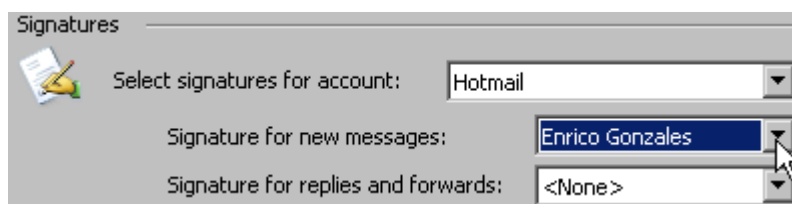


- Click **Finish** to save the changes.
- Click **OK** to close the **Rules and Alerts** dialog box.

### Adding a Signature to a Message

- Select **Mail** in the Navigation Pane.
- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Select the **Signatures** button at the bottom of the tab to open the **Create Signature** dialog box.
- Click the **New** button to open the **Create New Signature** dialog box, and follow the steps to create a personal signature.
- Enter **Enrico Gonzales** in the **Enter a name for your new signature** field.
- Click on **Next**.
- In the next step, type **Enrico Gonzales** in the **Signature text** field.
- Highlight the entry and then click on **Font** to open the **Font** dialog box.
- Select **Times New Roman** from the **Font** options and **Italic** from the **Style** options.
- Click **OK**.
- Click **Finish** to close the **Edit Signature** dialog box.
- Click **OK** to close the **Create Signature** dialog box.

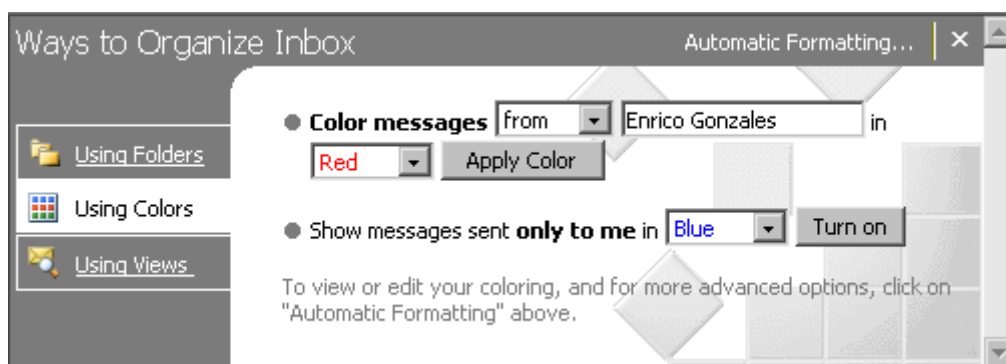
- Click on the down arrow for **Signature for new messages** option and select **Enrico Gonzales**:



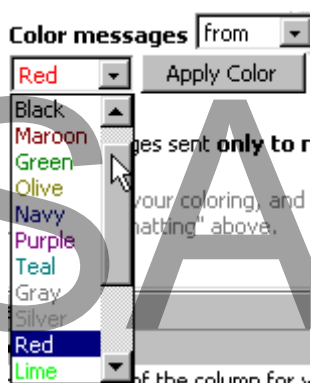
- Click **OK** to close the **Create Signature** dialog box.

## Organizing Messages with Colour

- From the main menu, choose **Tools > Organize** to open the **Ways to Organize Inbox** pane within the Inbox information area of Outlook.
- On the left side of the **Organize** pane, select **Using Colors**:



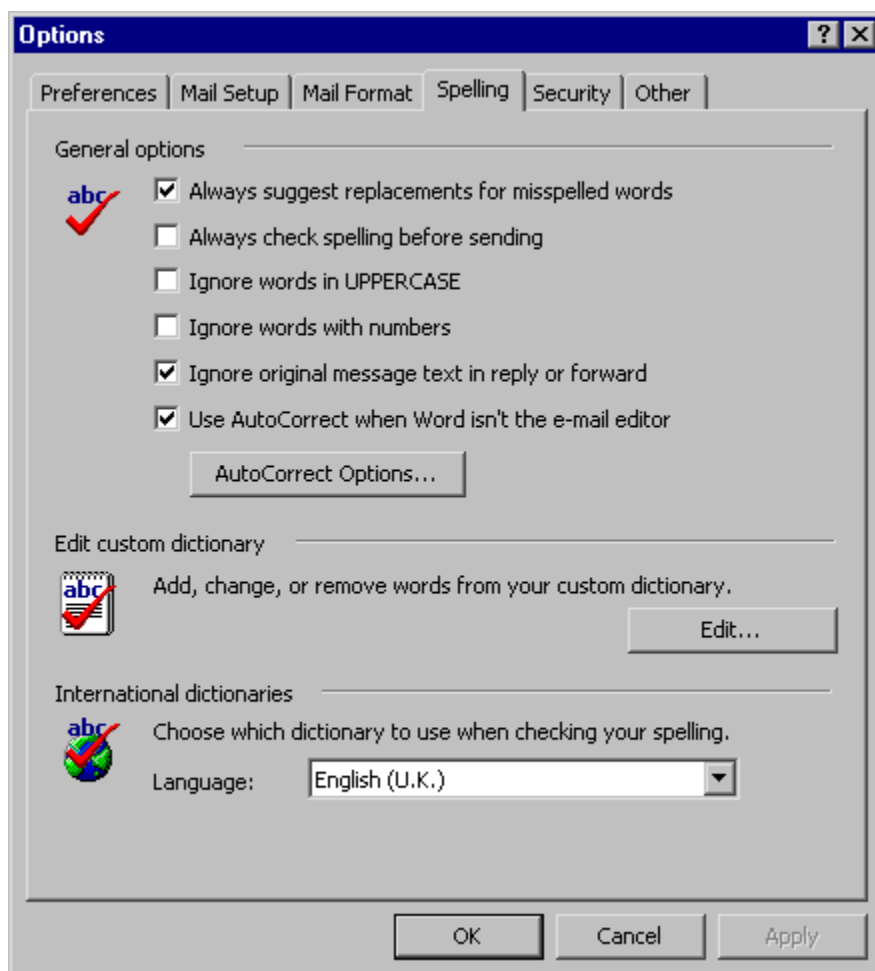
- In the first field select **from**.
- In the second field, type **Enrico Gonzales**.
- Select **red** from the color drop-down menu:



- Select **Apply Color** to apply the rule.
- Click on the **"x"** to close the Ways to Organize Inbox area.

## Checking the Spelling and Grammar

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Spelling** tab:

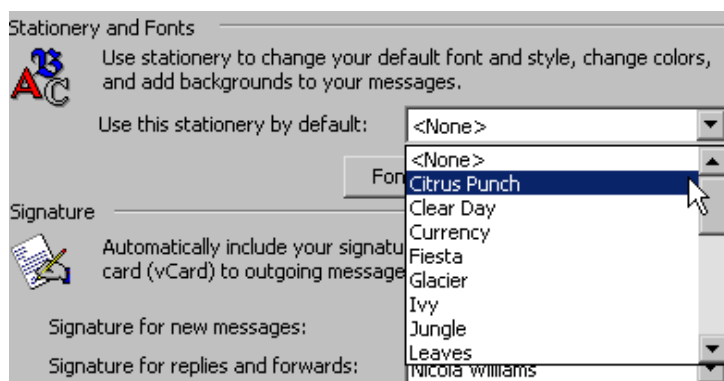


- Check the **Always check spelling before sending** option.
- Click **OK** to close the dialog box.

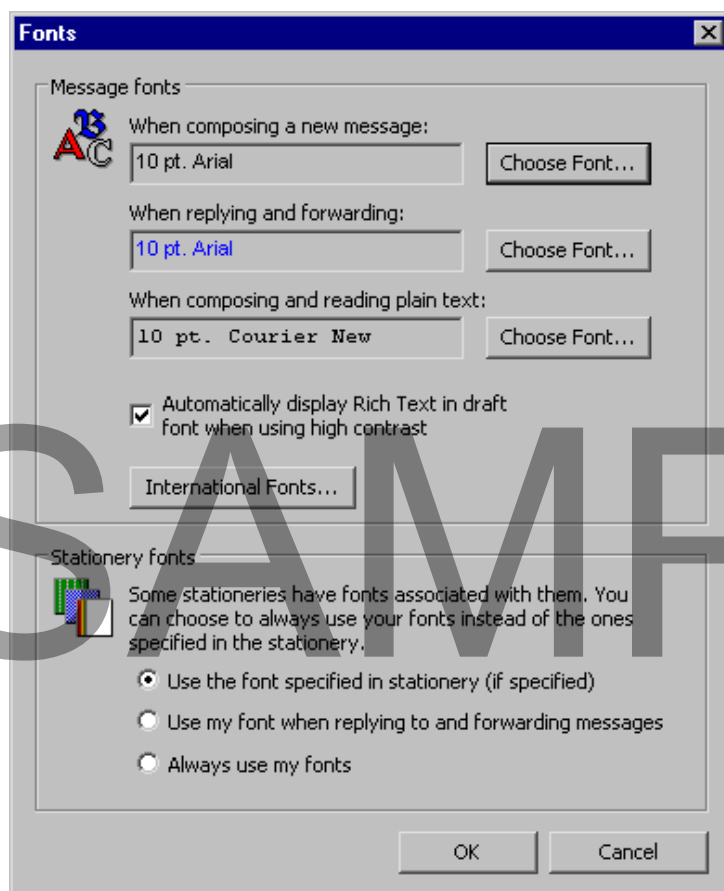
## Mail Customization

### Using Message Stationery

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Select **Citrus Punch** from the **Use This Stationery by default** drop-down menu:



- Click on **OK** to close the dialog box.
- Create a new mail message and note the lovely stationery. Close the message without saving.
- Return to the **Options** dialog box and select **<None>** from the **Use This Stationery by default** drop-down menu.
- Click **OK** to close the **Options** dialog box.
- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Click on the **Fonts** button to open the **Fonts** dialog box



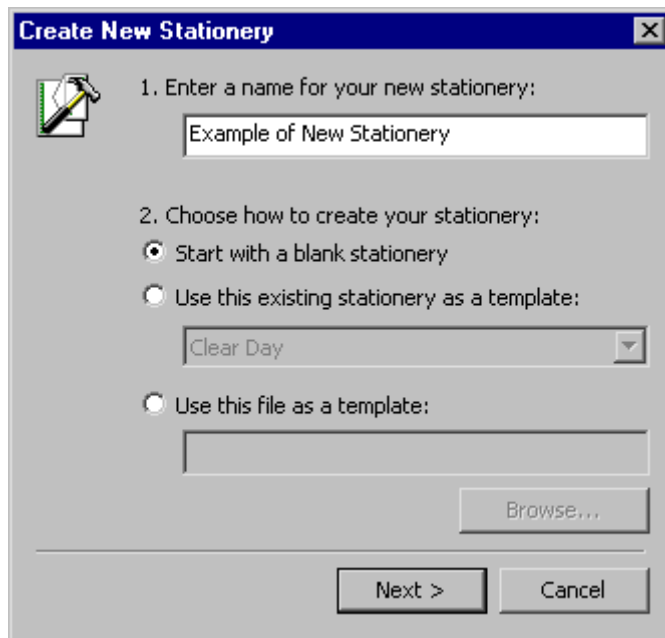
- Click on the **Choose Font** button for **When composing a new message**.

- Select **Times New Roman** from the **Font** options.
- Click **OK** to close the **Font** dialog box.
- Click **OK** to close the **Fonts** dialog box.
- Click **OK** to close the **Options** dialog box.

---

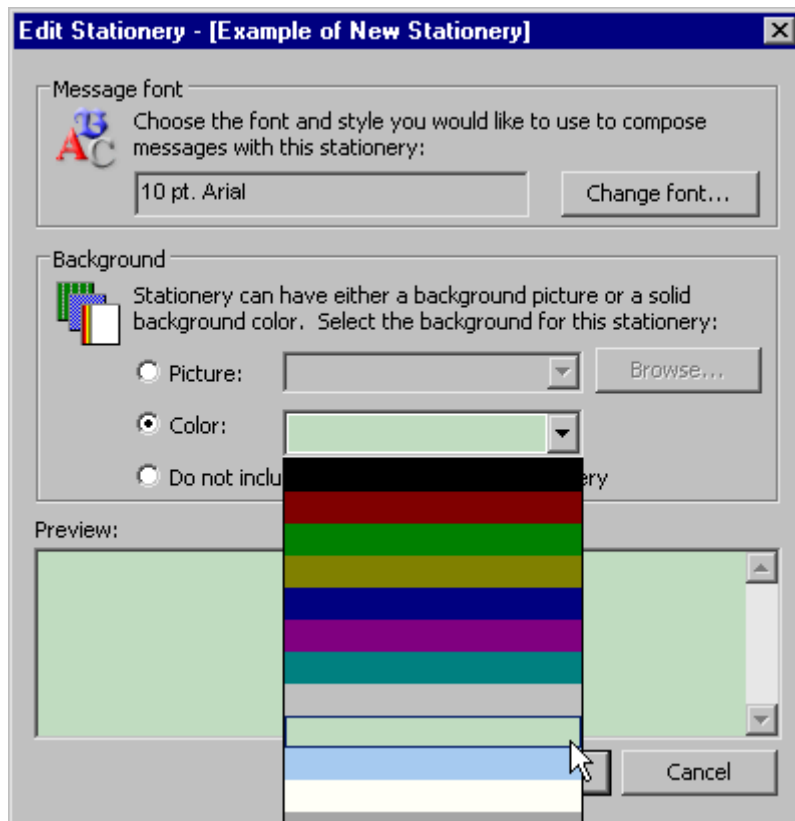
## Customizing Stationery

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Mail Format** tab.
- Click on the **Stationery Picker** button.
- Click on the **New** button.
- Type **Example of New Stationery** in the **Enter a name for your new stationery** field:



- Click **Next** to open the **Edit Stationery** dialog box. Click on the **Color** radio button and select light green as a background colour:

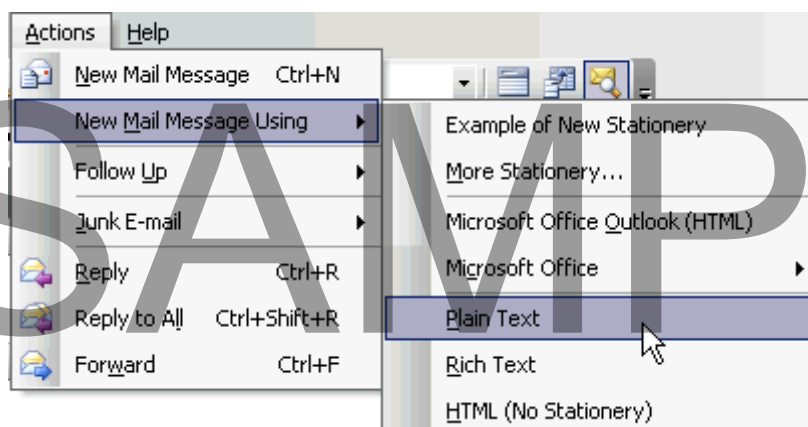
SAMPLE



- Click **OK** to save the changes
- Click **OK** to close the **Stationery Picker** dialog box.
- Click **OK** to close the **Options** dialog box.

### Modifying Message Formats

- From the main menu, choose **Actions > New Mail Message Using** and select **Plain Text** from the list provided:



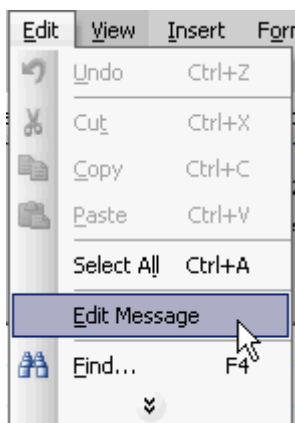
- Close the new mail message without saving.

## Altering the format for a message already sent

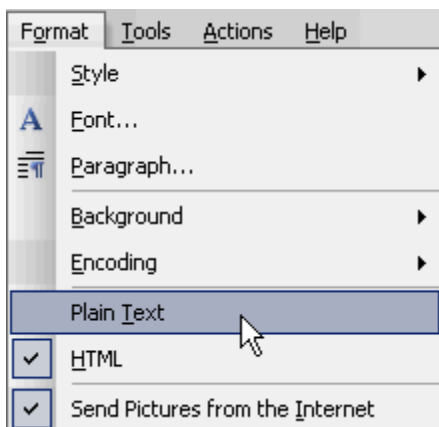
- Open a message from the **Sent Items** box.

**Note:** The sent message has to already be in a rich text or a plain text format prior to editing for the menu selection to present all three formats.

- In the menu bar of the Sent message, choose **Edit > Edit Message:**

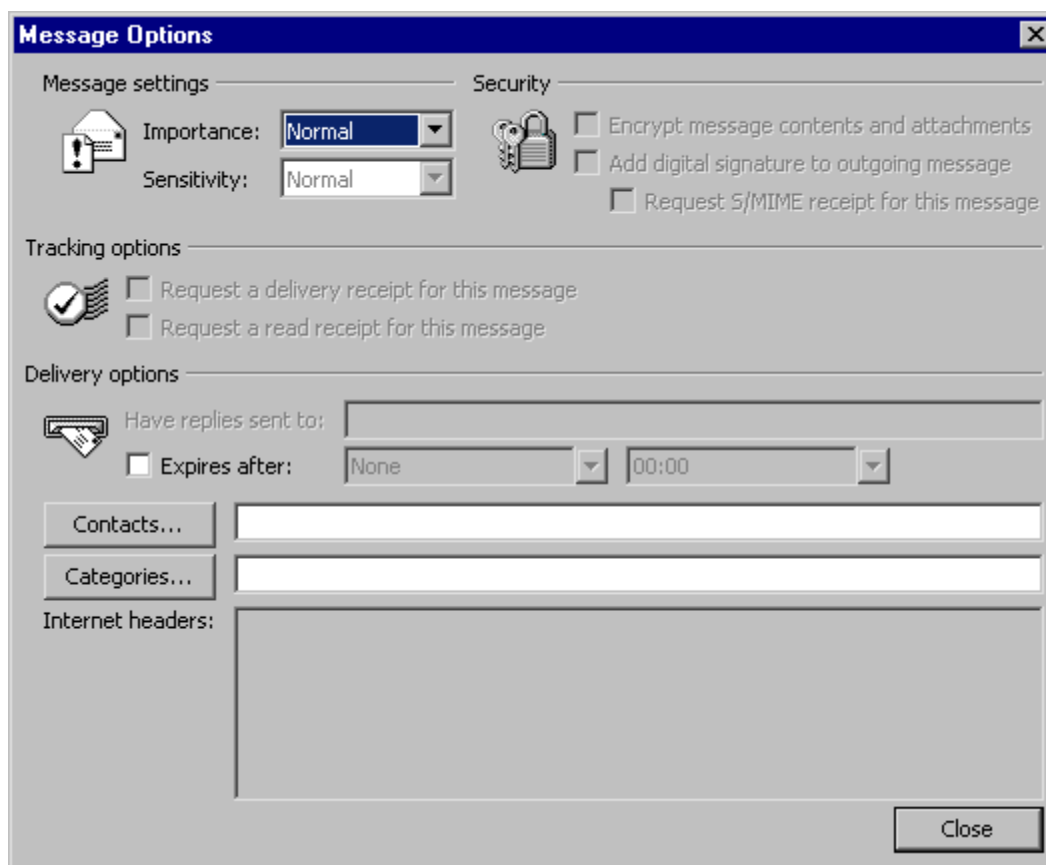


- Choose **Format** and select from **Plain Text**, **HTML** or **Rich Text** to alter the message's format:

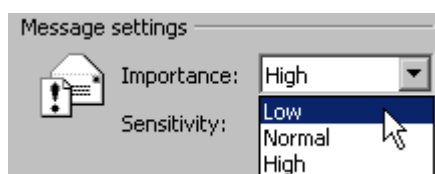


## Modifying Delivery Options

- Open a sent item. From the message's menu bar, choose **View > Options** to open the **Message Options** dialog box:



- Select **Low** from the **Importance** drop down menu in the **Message settings** area:



- Click on **Close** to set the delivery options.
- Close the mail message without saving.

## Opening and Replying

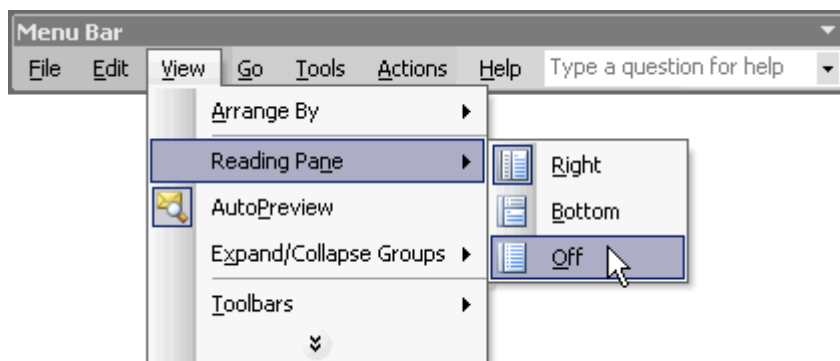
### Opening and Reading a Message

- Select **Mail** in the Navigation Pane.
- Double-click on the header line of a mail message in the **Folder** pane, and the message box will open in a new window

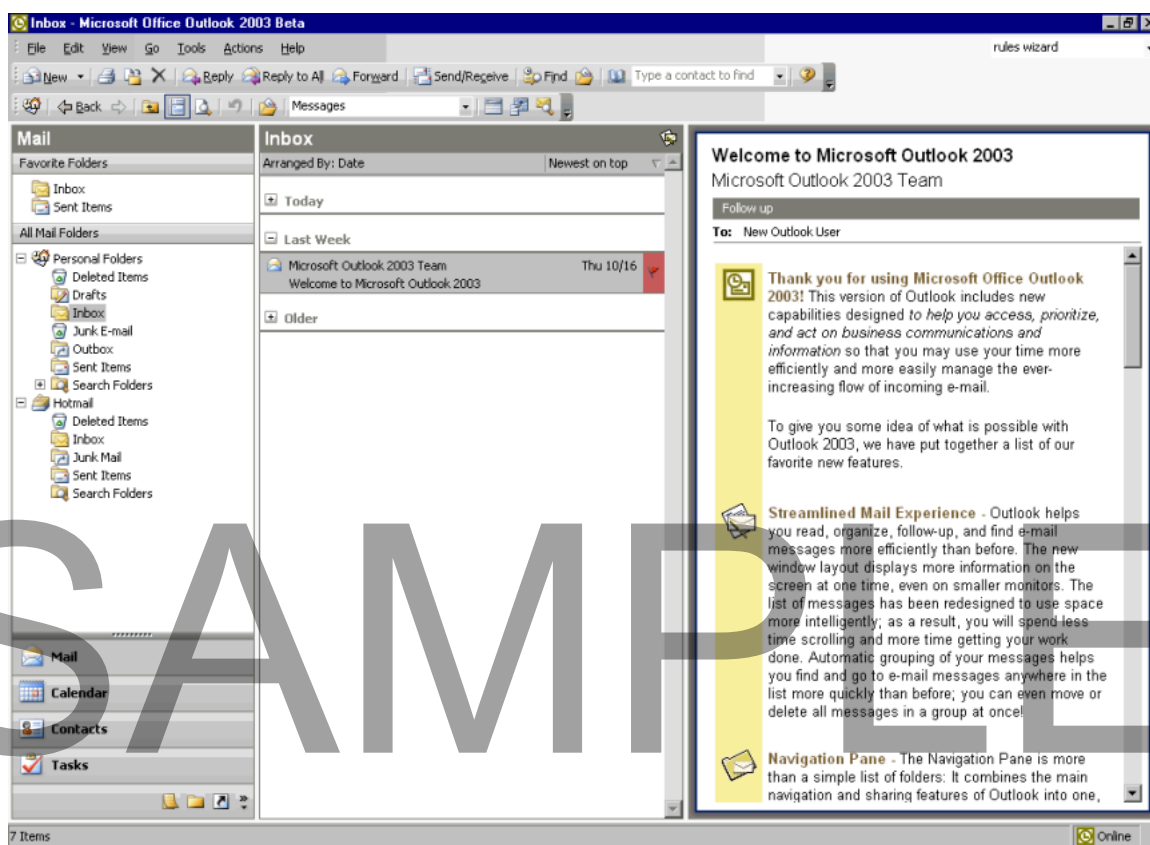
**OR** read the message in the **Reading** pane.

## Opening the Reading pane

- From the main menu, choose **View > Reading Pane > Off**:

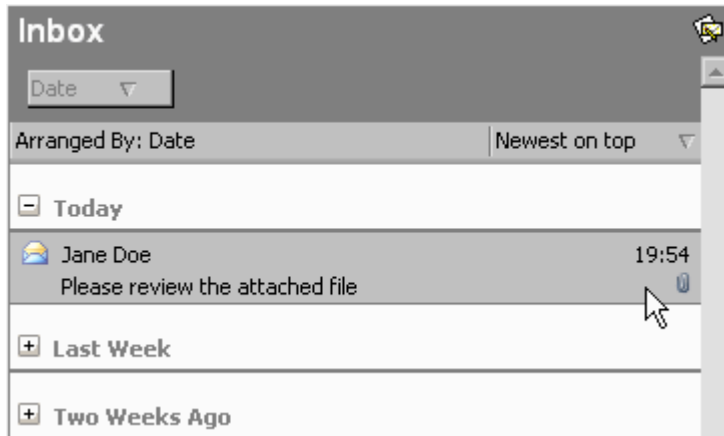


- The reading pane will be removed.
- From the main menu, choose **View > Reading Pane > Bottom**. The message is now displayed at the bottom of the screen, reminiscent of the preview pane in earlier versions of Outlook.
- From the main menu, choose **View > Reading Pane > Right**. This will return the view to the default setting:

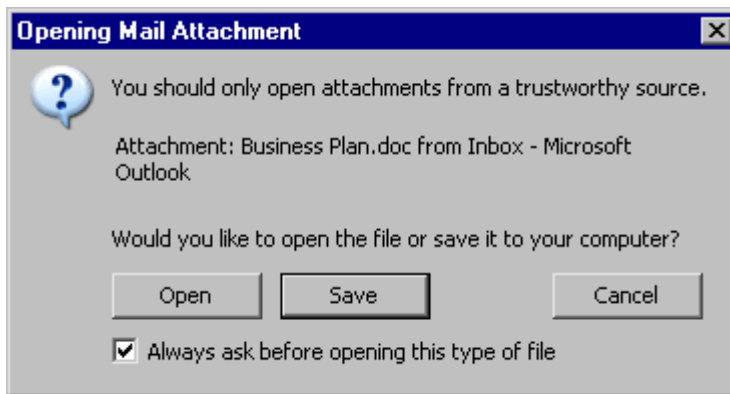


## Opening an Attachment

- Select **Mail** in the Navigation Pane.
- Select a message from the Folder Pane that has an attachment:



- Open the attachment by double-clicking on the name of the attachment in the **Reading** pane.
- Click on **Open** in the **Opening Mail Attachment** dialog box:



- Close the attachment.

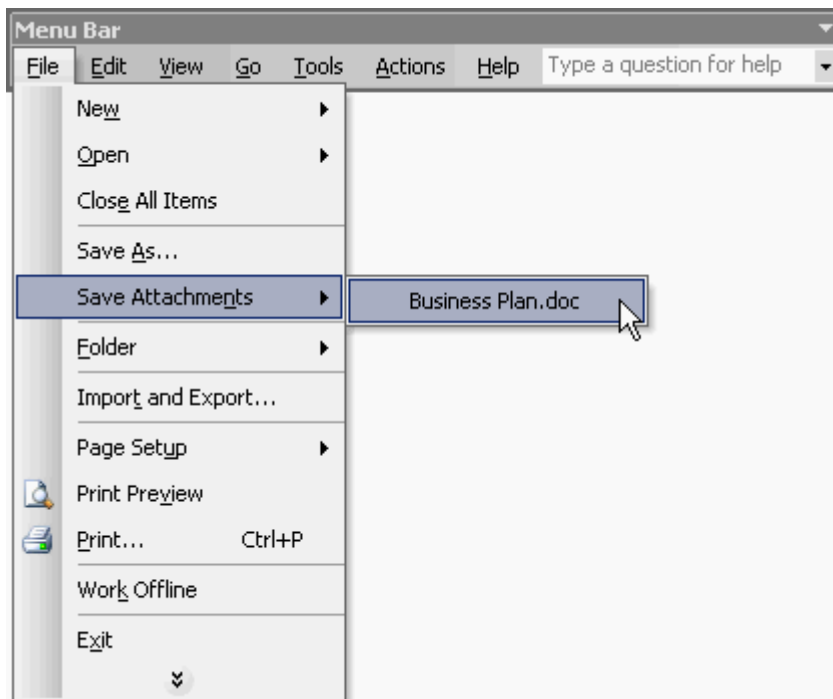
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### **Saving an Attachment**

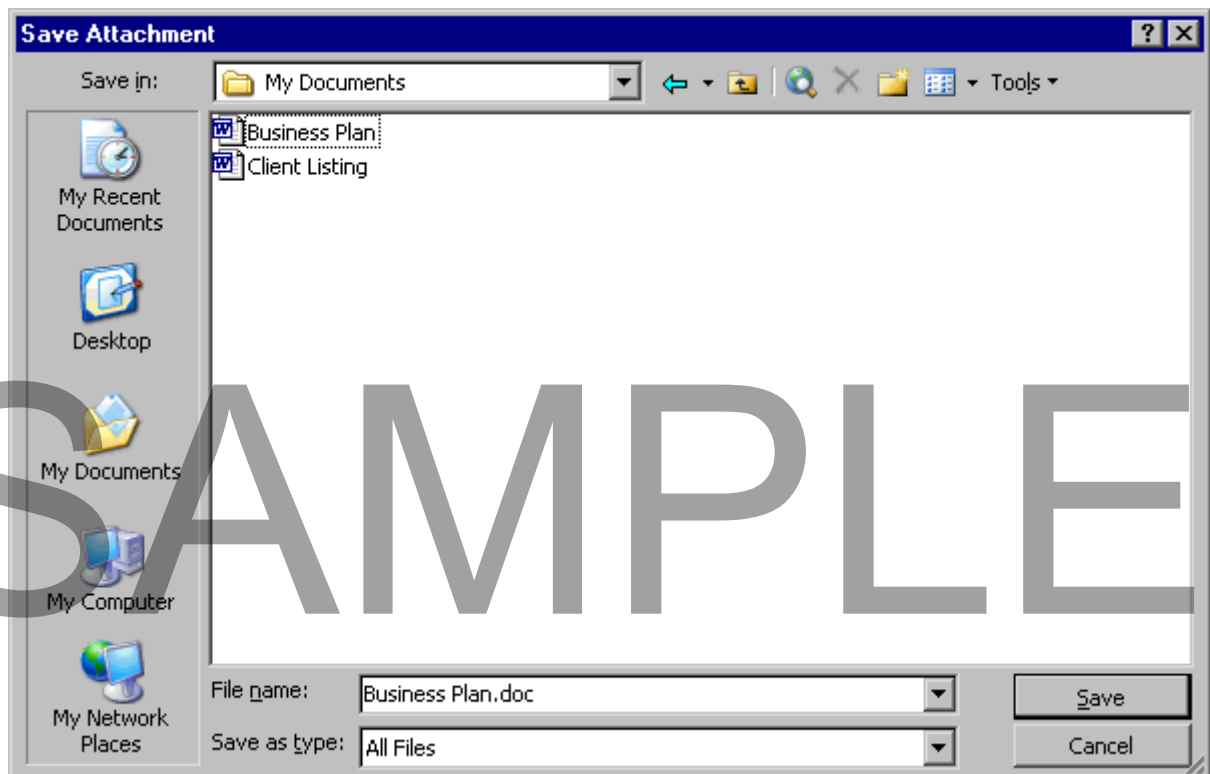
- Select a message in the **Folder Pane** that has an attachment.
- From the main menu, choose **File > Save Attachments**.

# SAMPLE

- Select the specific attachment you would like to save:



- In the **Save Attachment** dialog box, locate the **Outlook 2003 Foundation Samples** folder using the **Save In** drop-down menu:

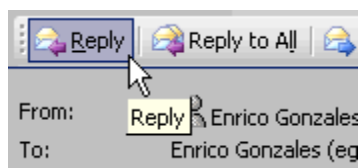


- Click on **Save** to save the attachment.

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## Replying to a Message

- Double-click on a message header in the **Folder** pane to open a message.
- Click on the **Reply** button in the message box menu:

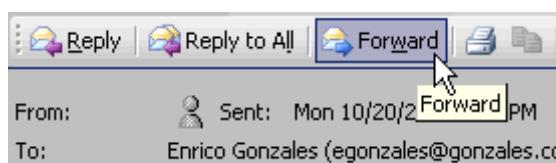


- This will open a reply message, with the sender from the original message in the **To** field. Close the mail message without saving.
- Close the original mail message.

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## Forwarding a Message

- Open a message and click on the **Forward** button in the message's menu bar:

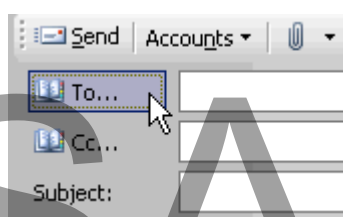


- This will create a new message box, with the original email contained in the body text. Close the mail message without saving.
- Close the original message.

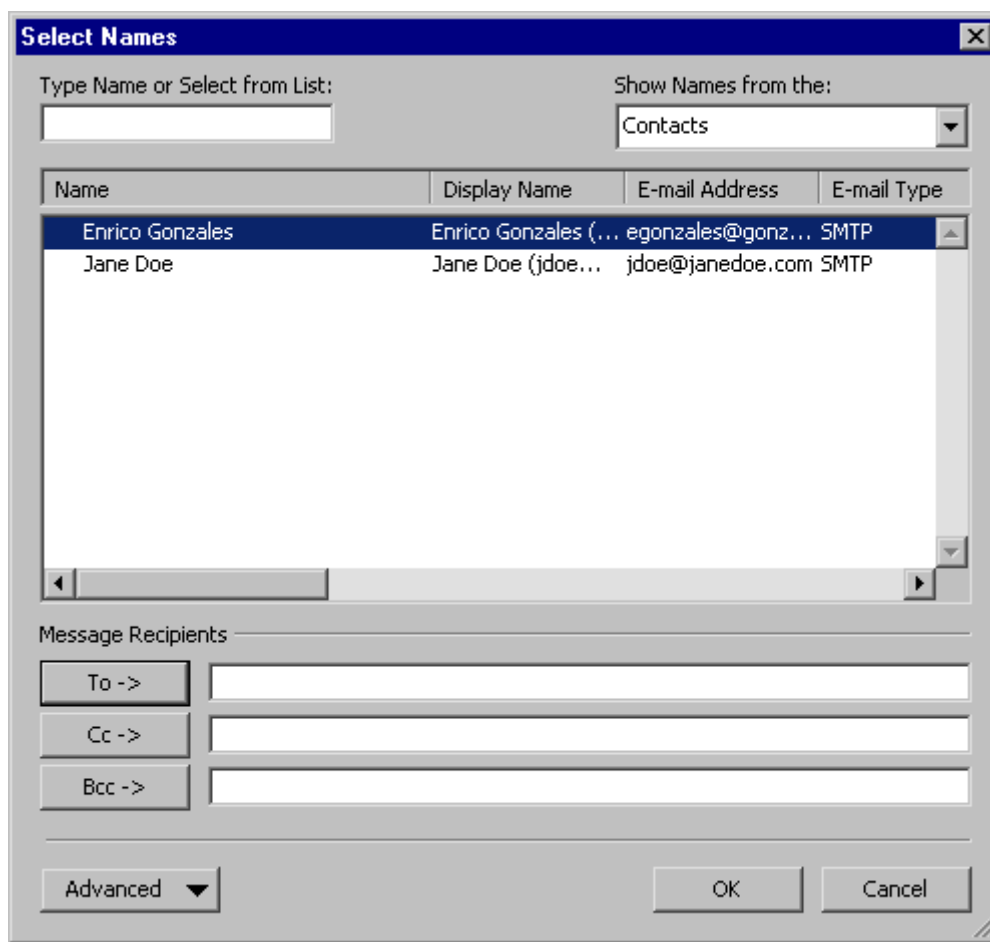
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## Selecting a Message Recipient

- Create a new message and type an email address directly into the **To** field:



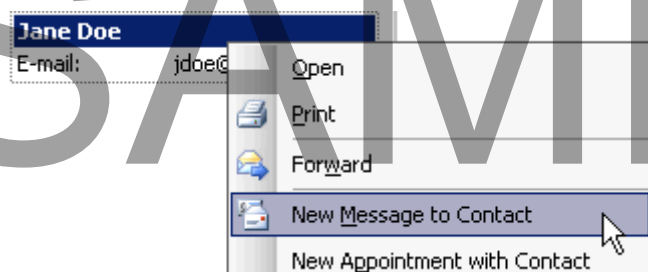
**OR** click on the **To** button to open the **Select Names** dialog box:



- Select a recipient name from the **Name** column, and click the **To ->** button to add the name to the **Message Recipients** area on the lower portion of the screen.

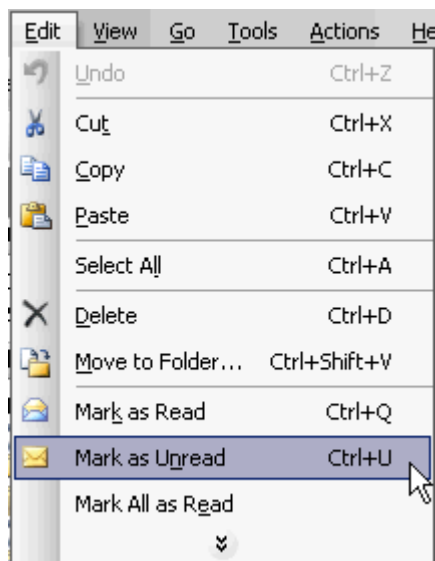
**OR**

- Click on **Contacts** in the Navigation Pane to display your contacts in the Folder pane.
- Right-click a contact, and select **New Message to Contact** from the pop-up menu:



## Marking Messages Unread

- Select a mail message that has been read. From the main menu, choose **Edit > Mark as Unread:**

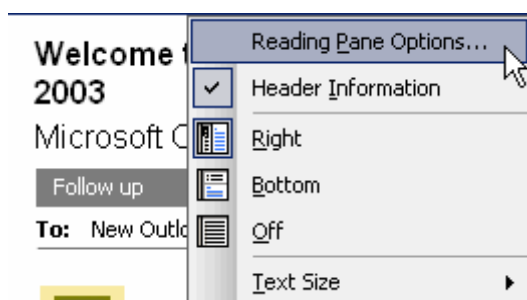


- Notice that the mail message is now bolded in the Folder Pane.

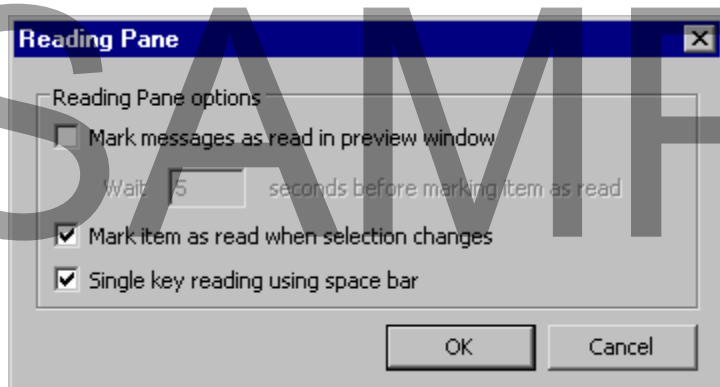
---

### Using the Reading pane Options – Marking Messages Read

- Move your cursor to the top of the **Reading** pane until the cursor arrow appears (outside of the email), and right-click:



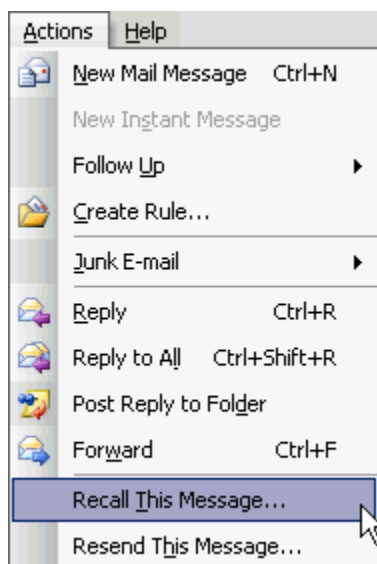
- Select **Reading Pane Options** to open the **Reading Pane** dialog box:



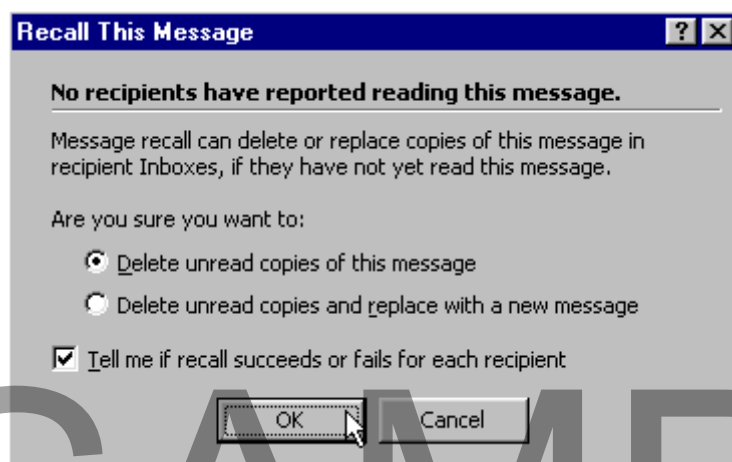
- Check the **Mark item as read when selection changes** checkbox.
- Click **OK** to close the dialog box.

## Recalling a Message

- Select **Mail** from the Navigation Pane.
- Select an email from the **Sent Items** folder.
- Double-click on the message to be recalled to open it.
- From the message's menu bar, choose **Actions > Recall This Message**:



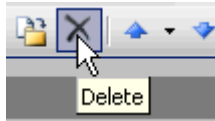
- This will open the **Recall This Message** dialog box:



- Leave all options as the default.
- Click **OK** to close the dialog box.
- Close the mail message.

## Deleting a Message

- Select **Mail** from the Navigation Pane.
- Select a message in the **Inbox**.
- Click on the **Delete** icon, and the message will be moved to the **Deleted Items** folder:



SAMPLE

## Contacts

### The Contact List

#### Adding a Contact

- From the main menu, choose **File > New > Contact** to open a new **Contact** information box:

The screenshot shows the 'Jane Doe - Contact' dialog box in Outlook 2003. The 'General' tab is selected. The fields are filled with the following information:

- Full Name...**: Jane Doe
- Job title:** Administration
- Company:** XXXX
- File as:** Doe, Jane
- E-mail...**: janedoe@xxxx.com
- Display as:** Jane Doe (janedoe@xxxx.com)
- Web page address:** (empty)
- IM address:** (empty)
- Phone numbers:**
  - Business...**: (0)1234-123456
  - Home...**: (empty)
  - Business Fax...**: (empty)
  - Mobile...**: (empty)
- Addresses:**
  - Business...**: (empty)
- This is the mailing address

- Enter the following information:

**Full Name** – Jane Doe

**Job title** – Administration

**Company** – XXXX

**Business Phone number** - (0)1234-123456

**Email** – janedoe@xxxx.com

- Click **Save and Close** to close the contact and have it entered in the contact list.
- Press the **Ctrl + Shift + C** key combination.
- Enter the following information:

**Full Name** – Enrico Gonzales

**Email** – egonzales@gonzales.com

- Click **Save and Close** to close the contact and have it entered in the contact list.

---

### Finding a Contact

- Type **Jane Doe** in the **Find a Contact** field on the **Standard** toolbar.
- Press **Enter** to open the contact's information box.

---

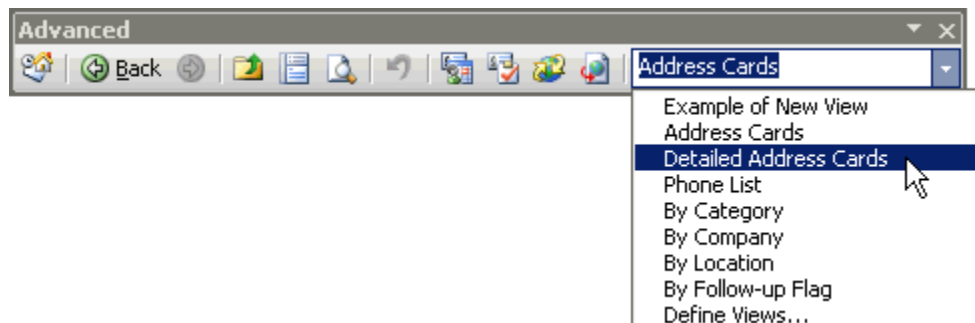
### Editing a Contact

- Select **Contacts** in the Navigation Pane.
- Double click on the **Jane Doe** contact in the Folder Pane.
- Enter **www.cctglobal.com** in the **Web page address** field.
- Click **Save and Close**.

---

### Sorting Contacts

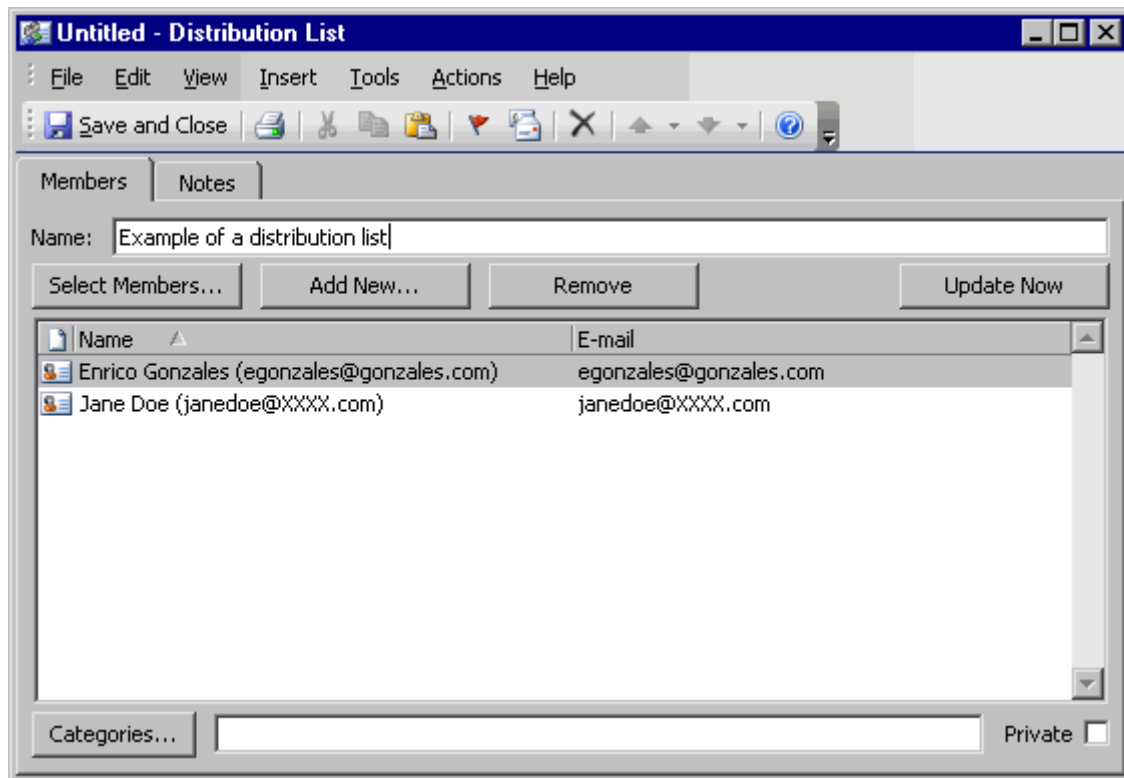
- Select **Contacts** in the Navigation Pane.
- If not already visible, from the main menu, choose **View > Toolbars > Advanced Toolbar** to open the **Advanced Toolbar**.
- Select **Detailed Address Cards** from the **Current View** field:




---

### Creating a Distribution List

- Select **Contacts** in the Navigation Pane.
- From the main menu, choose **Actions > New Distribution List** to open the **Distribution List** dialog box.
- Click the **Select Members** button to open the **Select Members** dialog box.
- Double click on the **Jane Doe** contact from the **Name** list in the middle to place it in the **Add to distribution list** on the bottom.
- Double click on the **Enrico Gonzales** contact from the **Name** list in the middle to place it in the **Add to distribution list** on the bottom.
- Click **OK** to return to the **Distribution List** dialog box.
- Type **Example of a distribution list** in the **Name** field:



- Click **Save and Close**.

SAMPLE

# Tasks

## Task Management

### Adding a Task

- From the main menu, choose **File > New > Task** to open a new **Task** form:

- Enter the following information into the Task dialog box:

**Subject** – Example of New Task

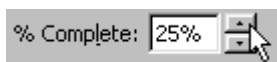
**Due Date** – Mon 10/11/2003

**Start Date** – Mon 10/11/2003

**Status** – Not started

- Priority** – Set the priority of the task, to **Low**:

- % Complete** – Set the % complete to **25%**:

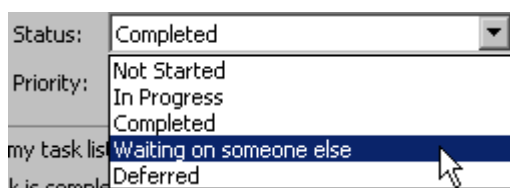


- Click on **Save and Close** to save the task.

---

## Update a Task

- Click on the **Tasks** button in the Navigation Pane.
- Click on the **Simple List** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- Update the **Status** field to **Waiting on someone else**:



- Click **Save and Close**.

---

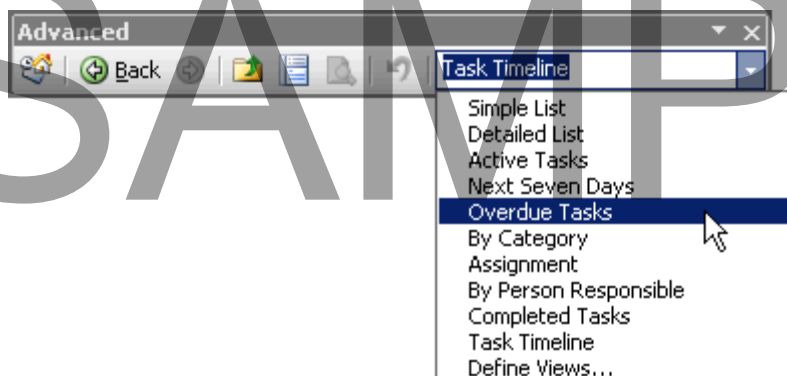
## Editing a Task

- Click on the **Tasks** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- Change the priority to high.
- Click **Save and Close**.

---

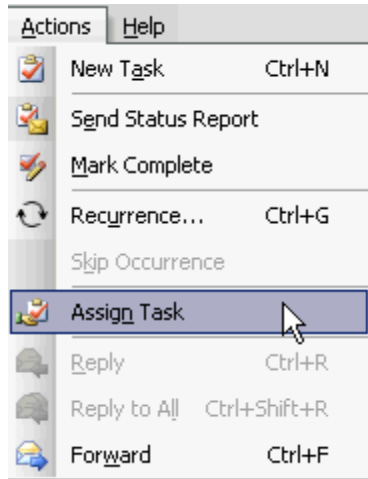
## Sorting Tasks

- Click on the **Tasks** button in the Navigation Pane.
- If not already visible, from the main menu, choose **View > Toolbars > Advanced Toolbar** to open the **Advanced toolbar**.
- Use the **Current View** field and select **Overdue Tasks** from the drop-down menu:



## Assigning a Task

- Click on the **Tasks** button in the Navigation Pane.
- Double-click on the **Example of New Task**.
- From the main menu of the Task form, choose **Actions > Assign Task**:



- Enter the Enrico Gonzales in the **To** field.
- Select the **Keep an updated copy of this task on my task list** option.
- Select the **Send me a status report when this task is complete** option.
- Click the **Send** button.
- Click **Yes** to clear any dialog box that may appear.

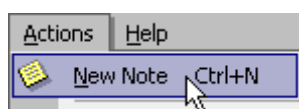
SAMPLE

## Notes and Journal

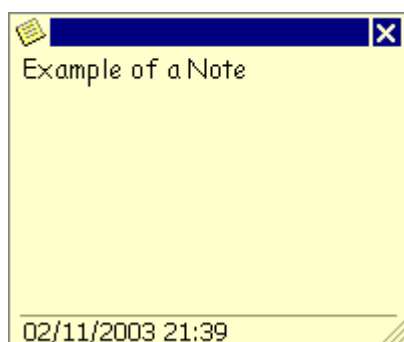
### Notes Development

#### Creating a Note

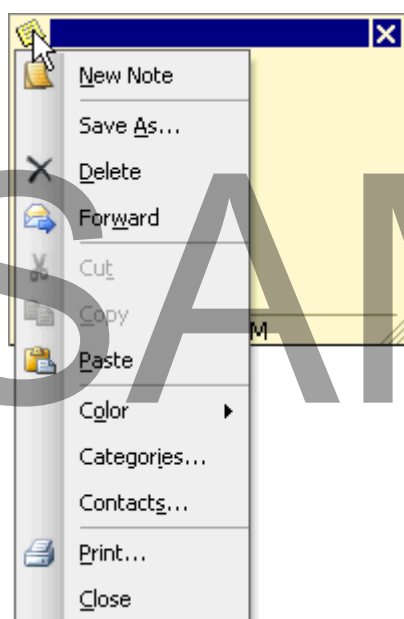
- Click on the **Notes** icon in the **Navigation Pane** to open the **Notes** view in the main viewing area. If there are no notes, the viewing area will be empty.
- From the main menu, choose **Actions > New Note**:



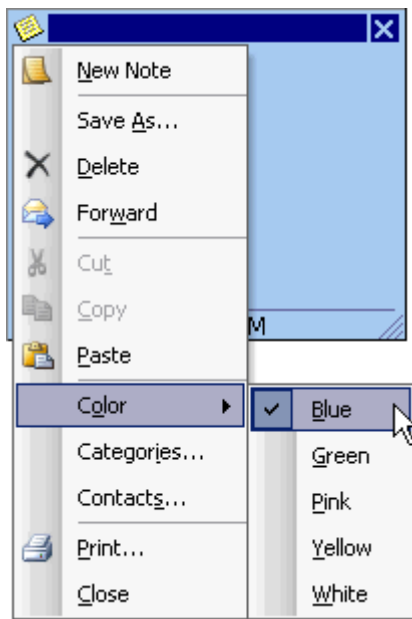
- Type *Example of a Note* in the newly created note:



- Select the icon in the top left corner the note to open the options available for editing the note:



- Select **Color > Blue** to change the background colour of the note:

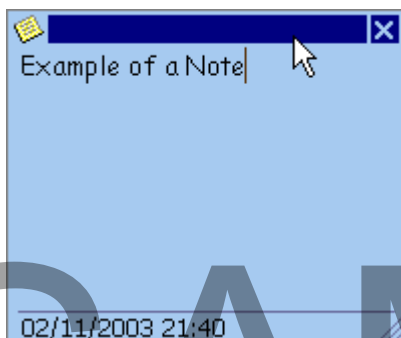


- Click on the "x" in the upper right-hand corner to save and close the note.

---

### Moving a Note

- Double-click on **Example of a Note** to open it.
- Place the cursor arrow over the blue bar at the top of the note.
- Click and drag the note to move it:

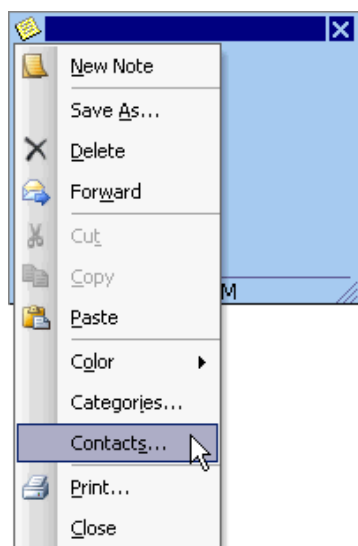


- Close the note.

---

### Assigning Contacts to a Note

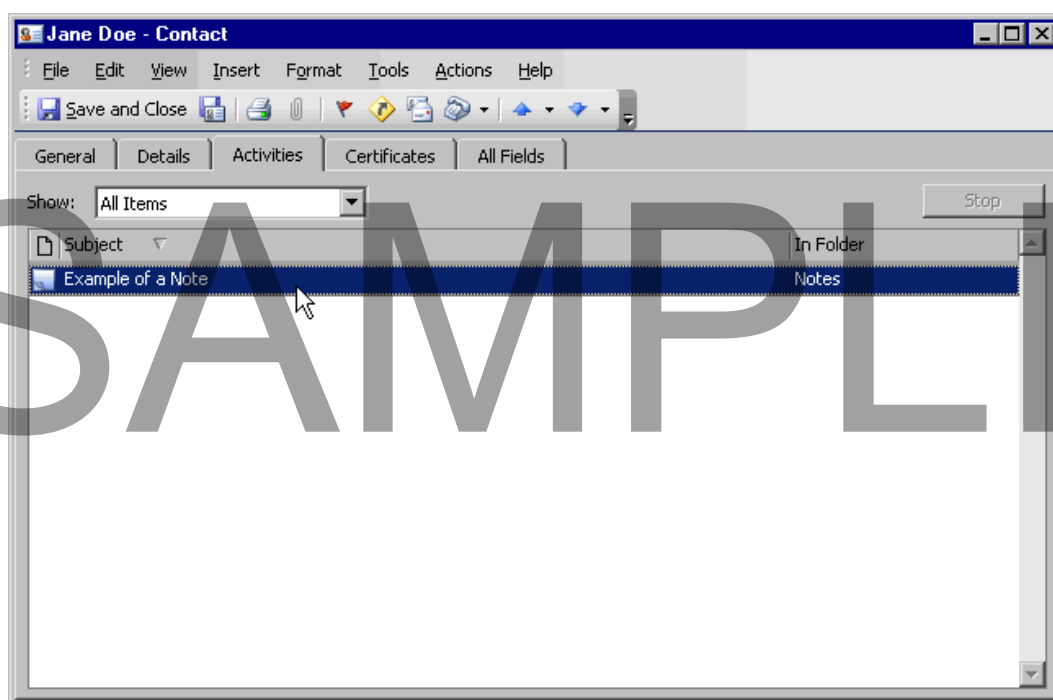
- Open **Example of a Note**.
- Click on the **Note options** icon in the top left hand corner of the note to open the drop-down menu.
- Select **Contacts**:



- This will open the **Contacts for Note** dialog box:



- Type **Jane Doe** in the field.
- Click **Close**.
- Confirm that the note has been attached to the contact by opening the contact's information box. The note will appear in the contact's **Activities** tab:

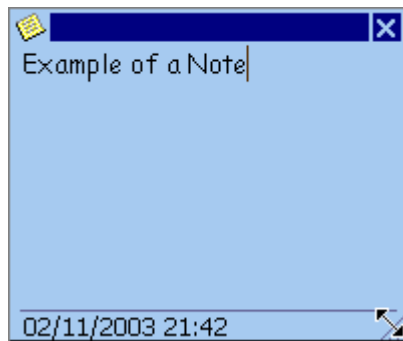


- Click **Save and Close**.
- Close the note.

---

### Resizing a Note

- Open **Example of a Note**.
- Click on the bottom right hand corner marker and drag to alter the size of the note's appearance:

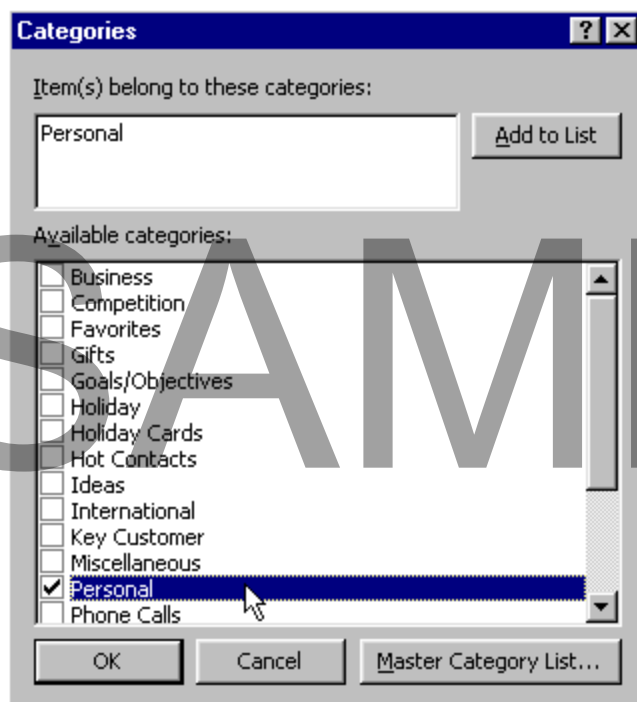


- Close the note.

---

### Assigning Categories to a Note

- Open **Example of a Note**.
- Click on the **Note options** icon in the top left hand corner of the note to open the drop-down menu.
- Select **Categories** to open the **Categories** dialog box:



- Select **Personal** from the **Available categories** area.

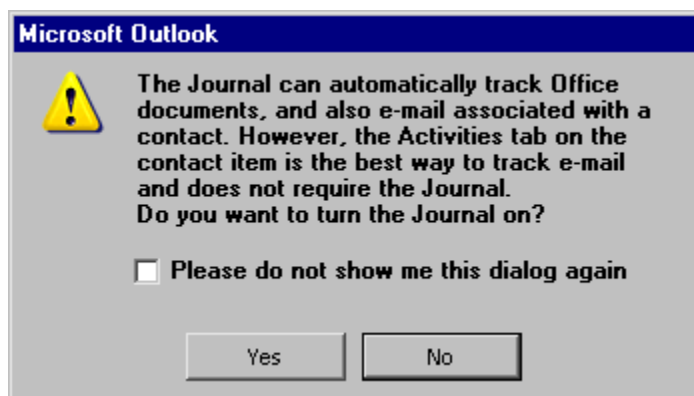
- Click **OK**.
- To check that the category has been applied to the note, use the **Current View** drop-down menu in the Advanced Toolbar, and select **By Category**.
- Close the note.

## The Journal

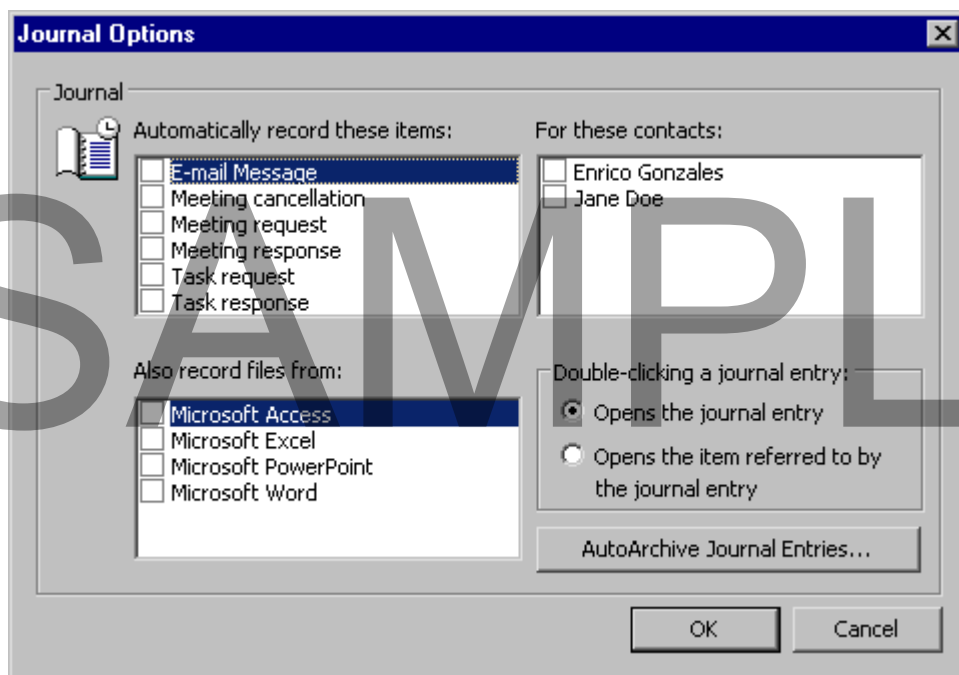
### Using the Journal

- Open the **Journal** by selecting from the main menu, **Go > Journal**:

**Note:** If this note dialog box opens, check **Please do not show me this dialog box again** and then click **Yes**:

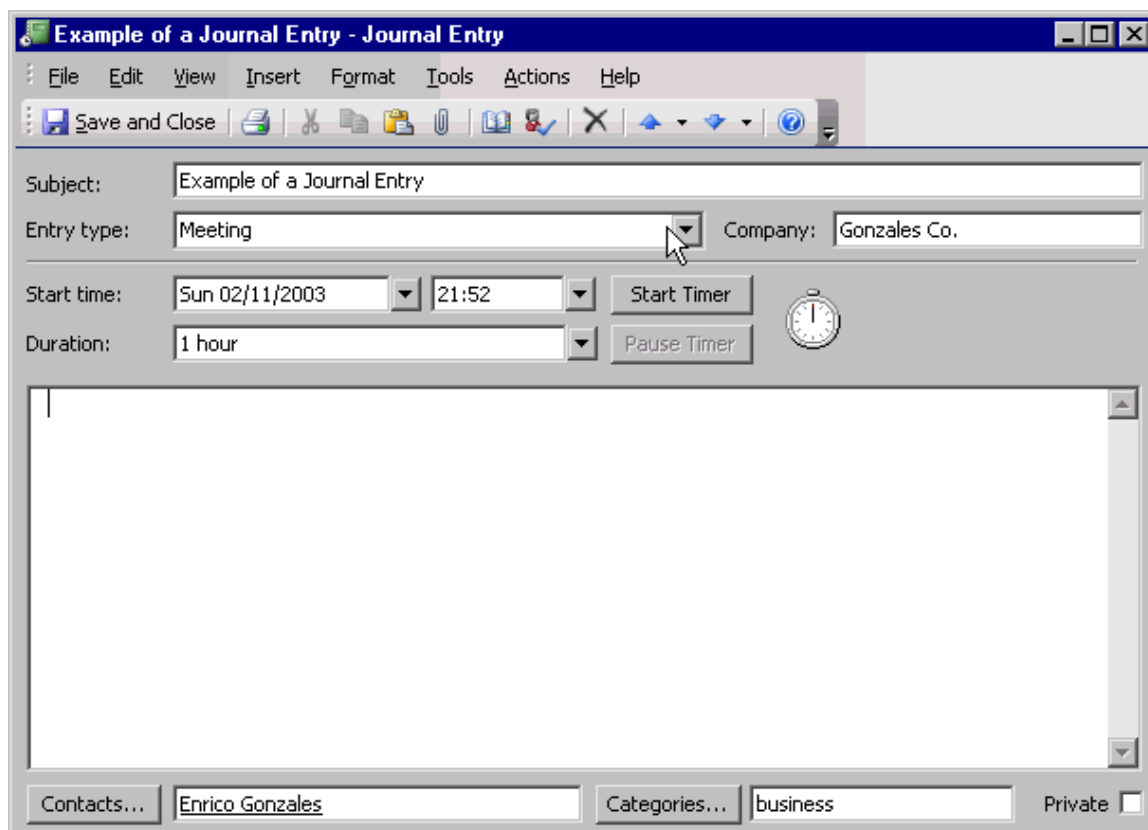


- In the **Journal Options** dialog box, click **OK** without checking any of the options:



## Creating New Journal Entries

- From the main menu, choose **File > New > Journal Entry**.
- The **Journal Entry** window opens:



- Enter the following information:

**Subject** - Example of a Journal Entry

**Entry Type** – Select **Meeting** from the drop down menu

**Company** - Gonzales Co.

**Start time** - Sun 02/11/2003

**Start Timer** – Do not click on this

**Duration** – Select 1 hour from the drop down menu

**Contacts** – Enrico Gonzales

**Categories** – Business

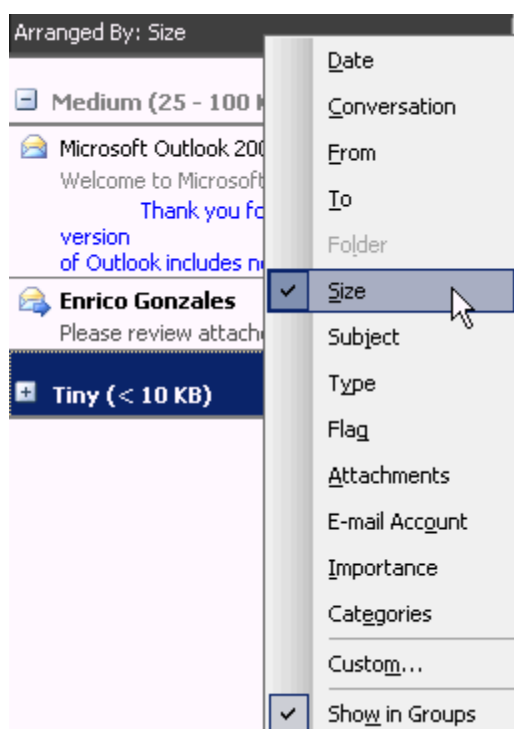
- Click **Save and Close**.

## Management

### Message Management

#### Sorting Messages

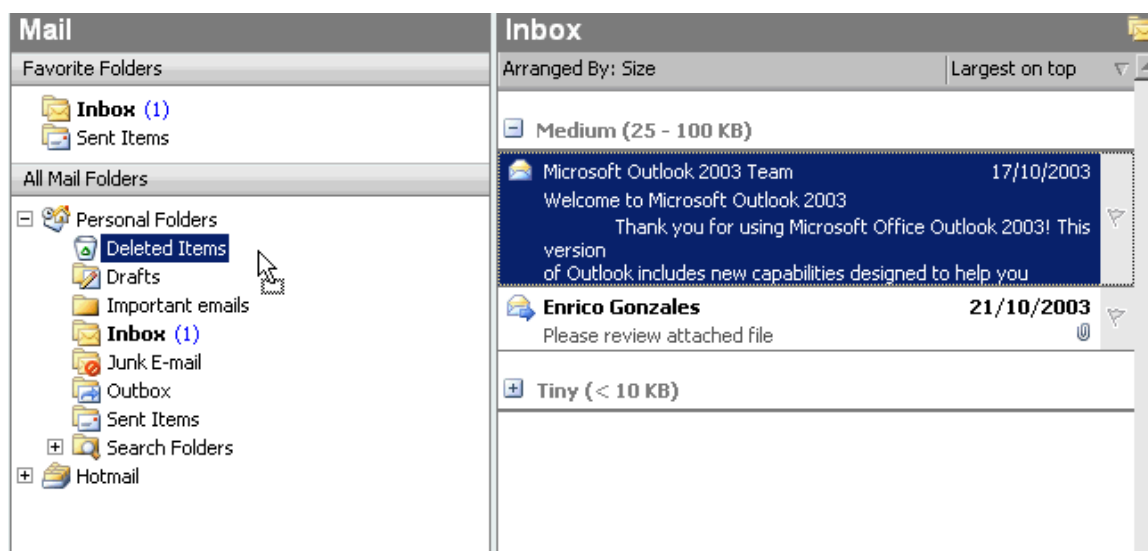
- Click on the **Mail** button in the Navigation Pane.
- Select the **Inbox** folder.
- Click on **Arranged By** and select **Size**:



- Experiment by selecting various options.

#### Moving Messages between Folders

- Select a mail message from the **Inbox**.
- Drag the selected message from the **Folder Pane** over top of the **Deleted Items** folder:



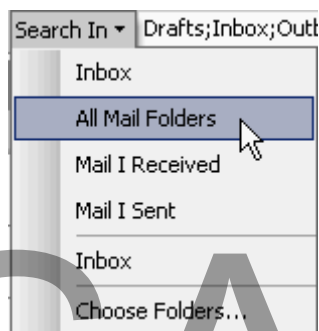
- Release the mouse button.

## Searching for Messages

- Click on the **Find** icon in the **Standard** toolbar to open the **Find** feature above the Folder Pane viewing area:



- Enter **Gonzales** in the **Look for** field.
- Click on **Search In** and select **All Mail Folders** from the drop down menu:



- Click on **Find Now**.
- All mail messages in all folders that contain "Gonzales" will be displayed in the Folder pane.
- Close the Find feature to remove the filter.

## Using Search Folders

- Click on the **Mail** button in the Navigation Pane.
- Notice the **Search Folders** listed in the **Folders List** in the **Navigation Pane**.

- Right click on **Search Folders** and select **New Search Folder**:

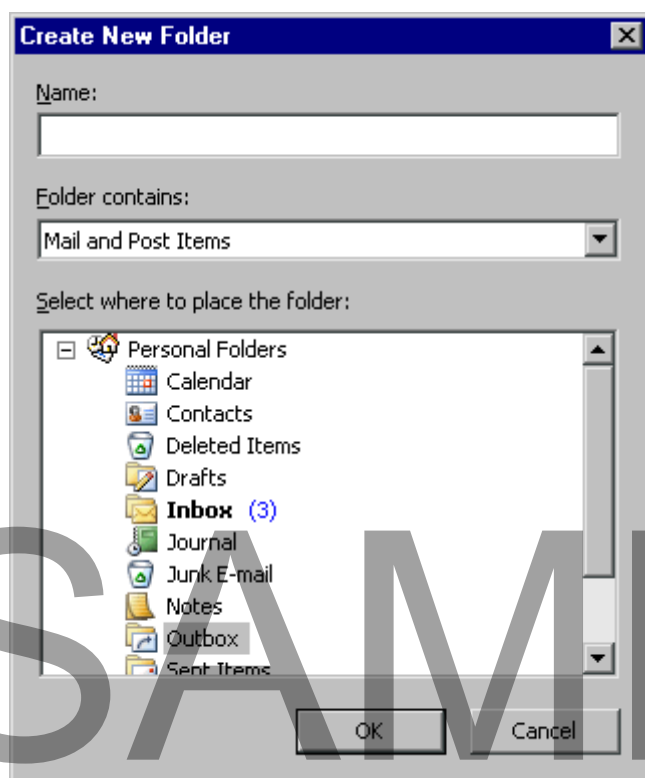


- In the **New Search Folder** dialog box, choose **Mail with attachments** from the **Organizing Mail** section.
- Click **OK**.
- Click on the **Mail with attachments** search folder to display all messages that have attachments.

## Folder Management

### Creating a New Folder

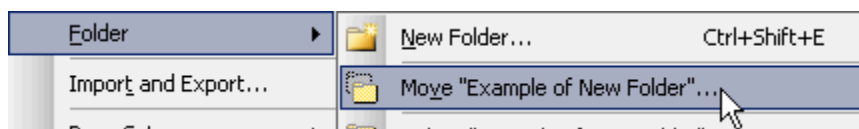
- From the main menu, choose **File > Folder > New Folder**.
- This will open the **Create New Folder** dialog box:



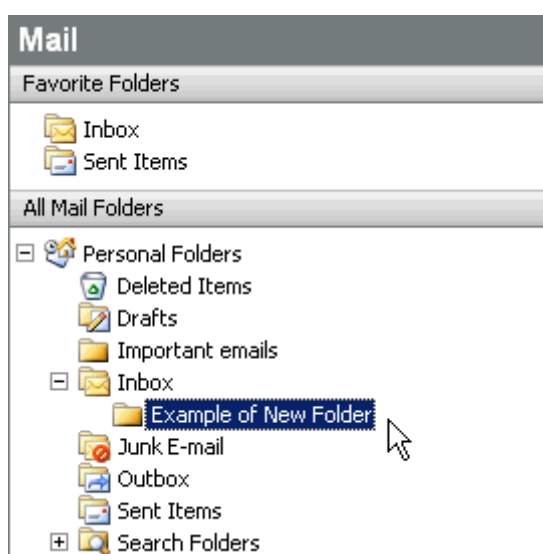
- In the **Name** field, type **Example of New Folder**.
- In the **Folder contains** drop-down menu, choose **Mail and Post Items**.
- In the **Select where to place the folder** area, select **Personal Folders**.
- Click **OK**.
- The new folder will be visible from the **Folders List**.

## Moving Folders

- In the **Folders List**, select the **Example of New Folder**.
- From the main menu, choose **File > Folder > Move "Example of New Folder"**:



- This will open the **Move Folder** dialog box.
- Select **Inbox** from the list.
- Click **OK**.
- The folder will now be visible in its new position in the **Folders List**:



## Deleting a Folder

- In the **Folders List**, select the **Example of New Folder**.
- Right-click on the selected folder and select **Delete "Example of New Folder"**:



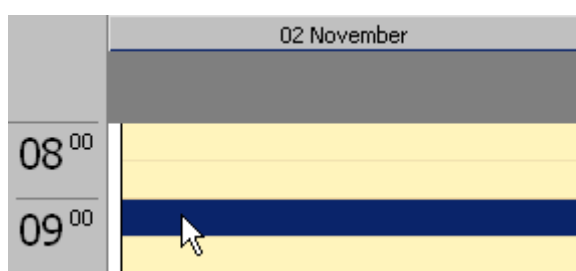
- Click on **Yes** in the **Microsoft Office Outlook** dialog box to confirm the deletion.

## Meetings, Appointments and Events

### Appointments

#### Adding an Appointment to the Calendar

- Open the **Calendar** view by clicking on the **Calendar** icon in the **Navigation Pane**.
- Use the arrows in the **Date Navigator** until **November 2003** is showing.
- Select **2 Nov 2003** from the **Date Navigator**.
- Click on the **9:00** time slot:



- Right-click to open the **Calendar** popup menu, and select **New Appointment**.
- Enter the following information:

**Subject** -. Example of New Appointment

**Location** -. Boardroom

**Start time** – Leave as default

**End time** – Leave as default

**Reminder** – Leave as default

**Show time as** – Select **Busy** from the drop down menu

# SAMPLE

- Click **Save and Close**

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed. Click **Yes** to confirm the dismissal.

## Inviting Attendees

- Click on the **Calendar** button in the Navigation Pane.
- Select **2 Nov 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- From the toolbar, click the **Invite Attendees** button:



- In the **To** field enter **Enrico Gonzales**.

- Click **Send**.

## Editing an Appointment

- Click on the **Calendar** button in the Navigation Pane.
- Select **2 Nov 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- Change the end time to **10:00**:

- Click **Save and Close**.

## Setting Recurring Appointments

- Click on the **Calendar** button in the Navigation Pane.
- Select **2 Nov 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- In the appointment toolbar, click on the **Recurrence** button
- Enter the following information

**Appointment** time options – Leave as Default

**Recurrence pattern** options –Monthly

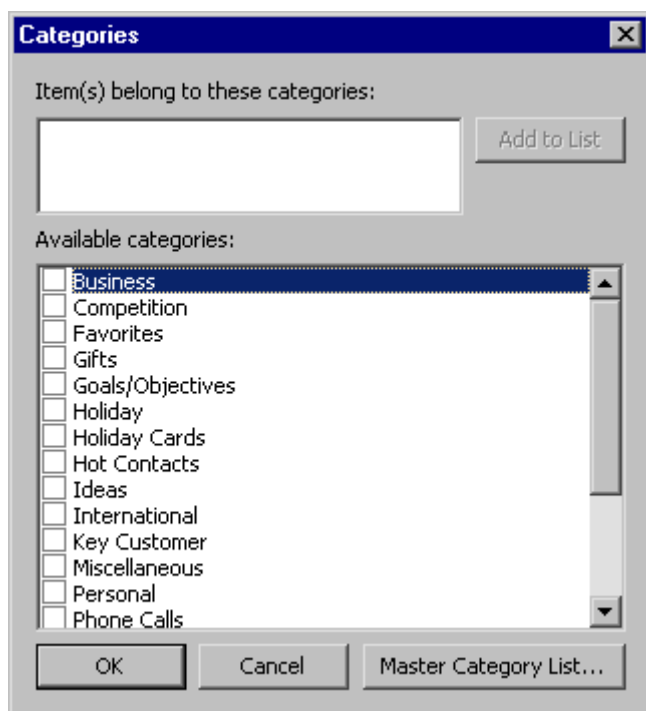
**Range of recurrence** options –End after 12 occurrences

- Click **OK**.
- Click **Save and Close**.
- If prompted, click **Yes** to send an update to all attendees.

### Assigning a Category to an Appointment

- Click on the **Calendar** button in the Navigation Pane.
- Select **2 Nov 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Open** from the drop down menu.
- Select **Open the series** in the **Open Recurring Item** dialog box.
- Click **OK**.
- Select the **Categories** button at the bottom of an Appointment information box to open the **Categories** dialog box:

SAMPLE



- Select **Business** and **Key Customer**.
- Click **OK**.
- Click **Save and Close**.

---

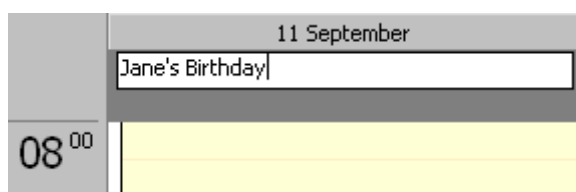
### Deleting an Appointment

- Click on the **Calendar** button in the Navigation Pane.
- Select **2 Nov 2003** from the **Date Navigator**
- Right click on **Example of New Appointment** and select **Delete** from the drop down menu.
- Select **Delete the series** in the **Confirm Delete** dialog box and click **OK**.

## Events

### Scheduling an Event

- Open the **Calendar** view in the main viewing area.
- Select **11 September 2003** from the **Date Navigator**
- Click on the grey area at the top of the **Appointment** area, under the current date header.
- Type **Jane's Birthday**:



- Click outside of the **Event** area to add the bell icon, and add the event to the calendar.

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed.

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### Removing an event

- Select the **Jane's Birthday** event.
- Click the **Delete** button in the **Standard** toolbar.

## Using Permissions

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### Setting Permissions

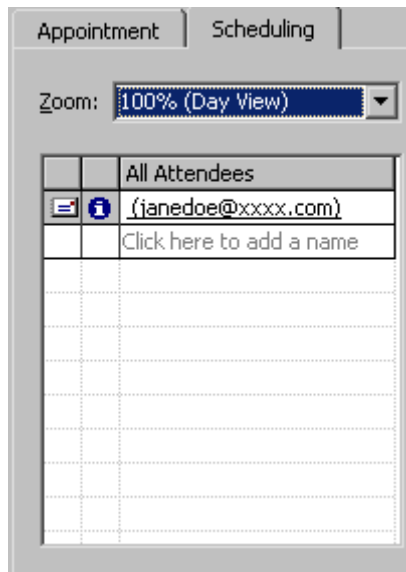
- Select a public folder
- Right-click on the name of the folder to view the context menu.
- In the context menu, select **Properties** to open the folder's **Properties** dialog box.
- Select the **Permissions** tab. The **Permissions** tab is only available if you own the public folders, and will only show those that you own.
- Use the **Add** and **Remove** buttons to add new names and assign their permission level, or remove names that no longer need access to the public folder.
- Once all options have been set, click **OK**.

---

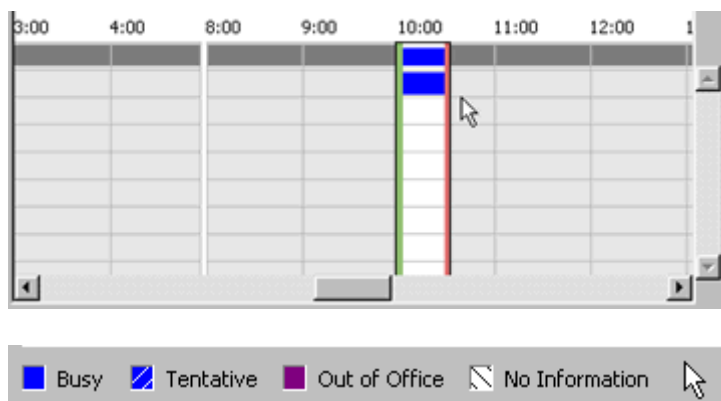
### Viewing Other User's Calendars

- To be able to view other users' calendars, the Outlook system must be connected through an Exchange server.
- Create a new appointment, or open an existing one.
- Select the **Scheduling** tab.
- Enter the users' name in the **All Attendees** section, either by clicking on a blank field, or by selecting the **Add Others** button, and choosing names from the **Address** book:

SAMPLE



- Once the name is entered, the calendar beside the **Name** field will show if the time is blocked off or if the user is available:



## Meetings

### Scheduling a Meeting

- With the **Calendar** view open, from the main menu, choose **File > New > Meeting Request** to open a new **Meeting** form:

SAMPLE

- Enter the following information:

**To** - Jane Doe and Enrico Gonzales

**Subject** - Example of New Meeting

**Location** - Boardroom

**Reminder** – checked

**Start time**– Mon 03/11/2003, 9:00

**End** – Mon 03/11/2003, 12:00

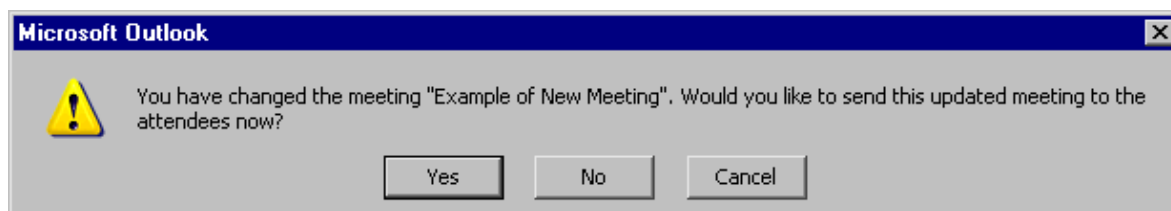
- Click **Send**.

**Note:** Click on **Dismiss All** if the **Reminder** dialog box is displayed.

### Changing an Existing Meeting

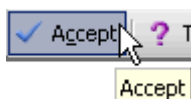
- Open the **Calendar** view in the main viewing area.
- Select **3 November 2003** from the **Date Navigator**
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Change the **End time** to **10:00**.
- Click **Save and Close**.

- If prompted, click **Yes** in the query dialog box asking if the updated meeting should be sent again to invited attendees:

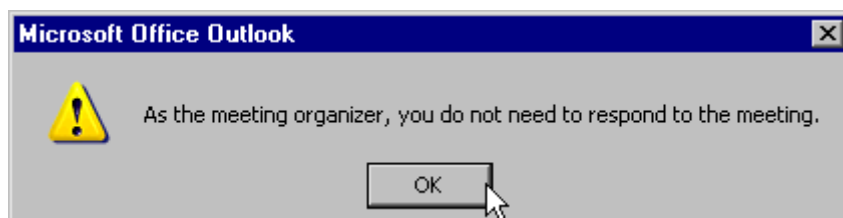


## Replying to a Meeting Request

- Open the **Calendar** view in the main viewing area.
- Select **3 November 2003** from the **Date Navigator**
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Enter your own email address in the **To** field.
- Click on **Save and Close**.
- Click on **Mail** in the Navigation Pane.
- Click on **Send/Receive** on the Standard Toolbar.
- When you receive the invitation in your Inbox, click on **Accept**:



- Because you are the organizer of the meeting, a dialog box will appear to let you know that you do not need to respond to the meeting. Click **OK**:



## Tracking Meeting Responses

- Open the **Calendar** view in the main viewing area.
- Select **3 November 2003** from the **Date Navigator**
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Select the **Tracking** tab.

## Updating a Meeting

- Open the **Calendar** view in the main viewing area.
- Select **3 November 2003** from the **Date Navigator**

- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- Change the **Location** to **My Office**:



Location: My Office

- Click the **Send Update** button on the box's toolbar to send the update and close the form:

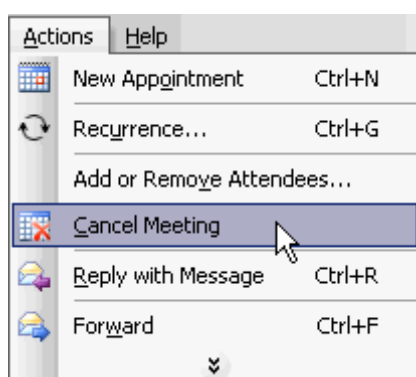


**Note:** If the **Send Update** button is not visible, maximize the meeting window.

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## Canceling a Meeting

- Open the **Calendar** view in the main viewing area.
- Select **3 November 2003** from the **Date Navigator**
- From the **Appointment** area in the **Calendar**, double-click on the **Example of New Meeting** booking.
- From the form's toolbar, choose **Actions > Cancel Meeting**:



- If the Microsoft Outlook dialog box is displayed, select **Delete without sending a cancellation** and click **OK**.

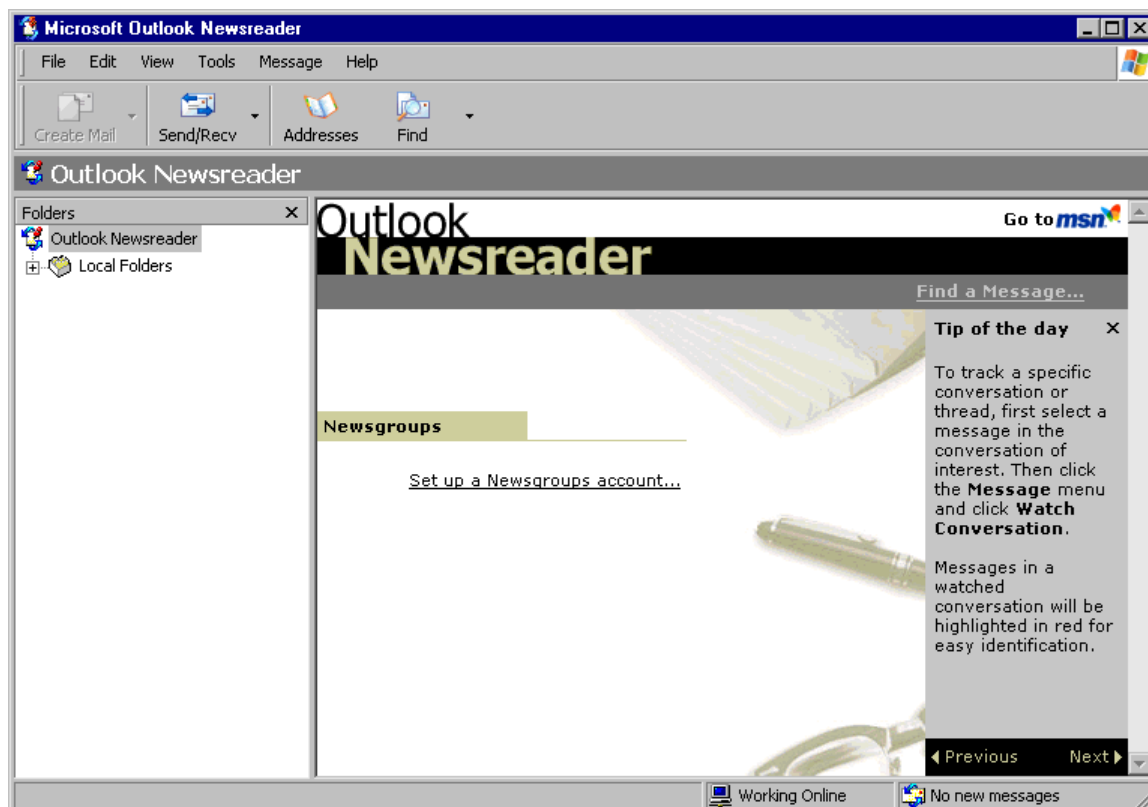
SAMPLE

## Outlook and the Web

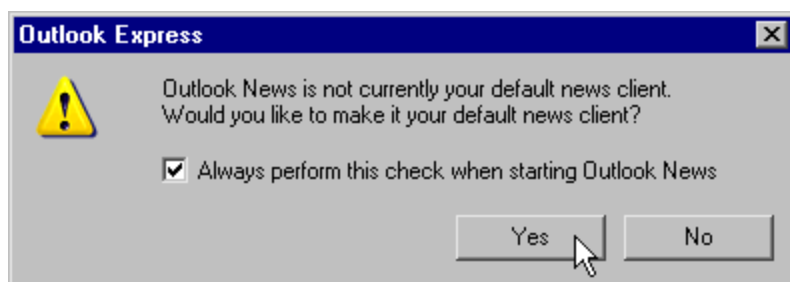
### Newsgroups

#### Using Newsgroups

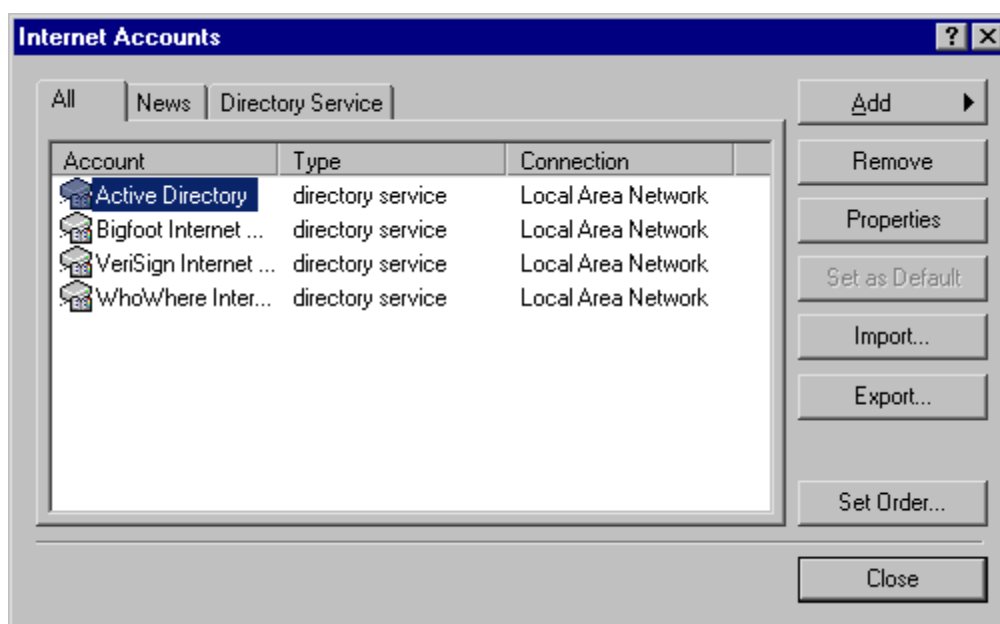
- From the main menu, choose **Go > News** to open the **Microsoft Outlook Newsreader** window:



- If the **News** option is not in the **Go** menu, complete the following steps. Click the down arrow on the **Standard** toolbar. Select **Add or Remove Buttons > Customize**. In the **Customize** dialog box, click on the **Commands** button. Select **Go** in the Categories list, then scroll down and find **News** in the Commands list. Click on **News** in the Commands list and drag it up to **Go** in the main menu. When the drop down menu displays the list of commands, select where you would like to place the **News** item and release the mouse button.
- If this warning box is displayed, click **Yes** to make Outlook News your default news client:

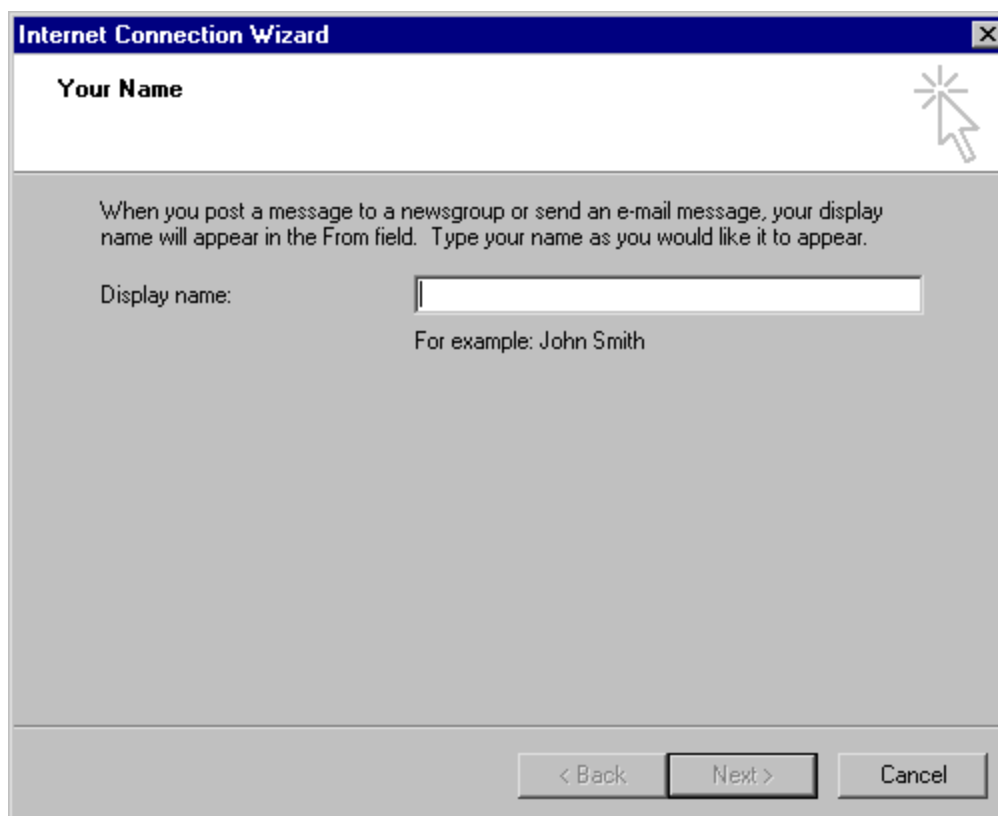


- In the Microsoft Outlook Newsreader dialog box, from the toolbar, choose **Tools > Accounts** to open the Internet **Accounts** dialog box:



- Select the **News** tab to view a list of news accounts.
- To add a news account, click the **Add** button, select **News** to open the **Internet Connection Wizard**:

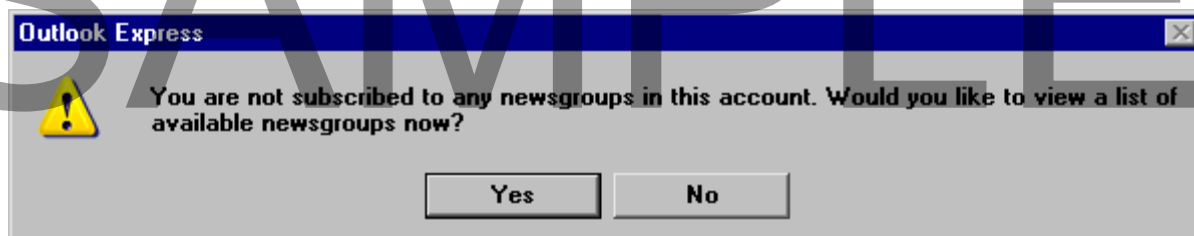
# SAMPLE



- Follow the directions through the Wizard to set up a new news account.
- In the last window, click **Finish** and the Wizard window will close and return you to the **Internet Accounts** dialog box, with the new news server listed.
- Click **Close** to return to the **Microsoft Outlook Newsreader** window.

### Subscribing to a Newsgroup

- In Outlook 2003, from the main menu, choose **Go > News** to open the **Microsoft Outlook Newsreader** window.
- In the left pane of the window, click on the name of a news server that shows access to newsgroups you want to subscribe to.
- If this selected news server has not been accessed by you before, **Outlook** will open a message telling you that you are not subscribed to any newsgroups, and ask if you want to view a list of newsgroups:



- Click **Yes**.
- Outlook will start downloading a list of available newsgroups, and depending on the size, this may take some time.

- After the list of newsgroups has been downloaded, scroll until you find the first one to subscribe to.
- Select the newsgroup, and click **Subscribe**. An icon will appear to the left of the newsgroup name to show that you have subscribed to it.
- Once done subscribing, select the **Subscribed** tab at the top of the newsgroup list.
- A list of newsgroups that you are subscribed to will appear.
- Click **OK** to close the list.

---

### Reading Newsgroup Messages

- Select a newsgroup in the **Folders** pane of the **Newsreader** window to access that group's messages.
- After the newsgroup is selected, a list of message headers will appear in the top pane on the right.
- Select a message header.
- If the message was downloaded earlier, the text appears in the lower-right pane of the window.
- If the message has not been downloaded yet, the bottom pane will state this.
- Double-click the message header and the message can be viewed in a separate dialog box. This is considered downloading, so the next time this message is accessed, it can be viewed in the bottom pane of the window.

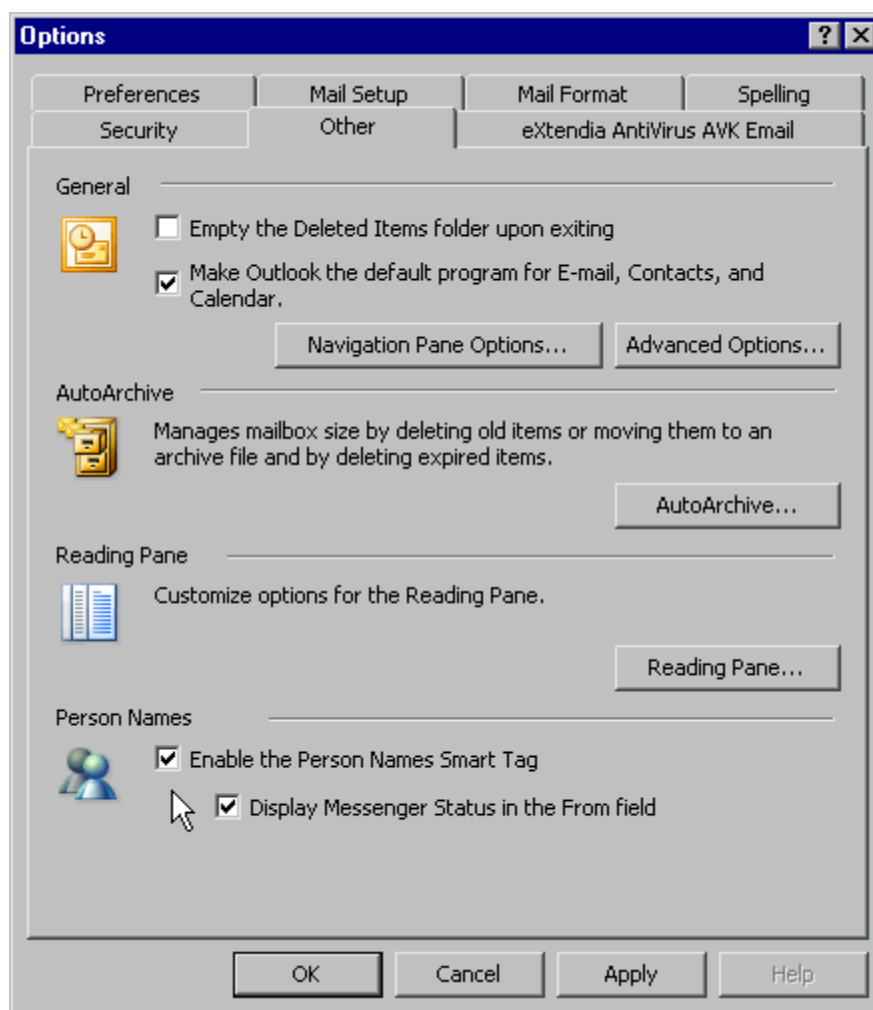
## Instant Messenger

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### Using Instant Messenger

- The **MSN Messenger Service** is available through Outlook for the **Instant Messaging** capability.
- To be able to use **Messenger** through Outlook, you must have a **Hotmail** or **Passport** account.
- From within Outlook, from the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Other** tab.
- Select the **Enable the Person Names Smart Tag** checkbox as well as the **Display Messenger Status in the From field** checkbox:

SAMPLE



- Once **Messenger** is installed, the **MSN Messenger Service** icon can be seen at the right end of the Windows desktop taskbar beside the clock:



- Double-click on the icon to open the **MSN Messenger Service** sign-in dialog box:

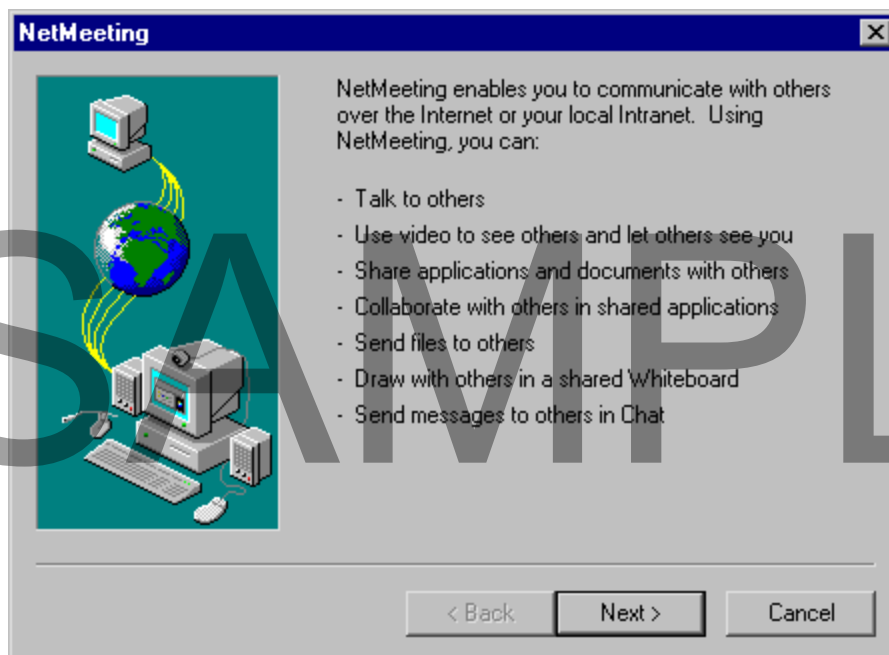
# SAMPLE



## NetMeeting

### Setting up NetMeeting

- From within Outlook, from the main menu, choose **Go > Internet Call > Internet Call** to open the **NetMeeting Wizard**:



- If the **Internet Call** option is not in the **Go** menu, complete the following steps. Click the down arrow on the **Standard** toolbar. Select **Add or**

**Remove Buttons > Customize.** In the **Customize** dialog box, click on the **Commands** button. Select **Go** in the Categories list, then scroll down and find **Internet Call** in the Commands list. Click on **Internet Call** in the Commands list and drag it up to **Go** in the main menu. When the drop down menu displays the list of commands, select where you would like to place the **Internet Call** item and release the mouse button.

- Follow through the Wizard steps and dialog boxes. Any other programs that play or record sound must be closed to go through the Wizard.

## Calendar

### Saving a Calendar as a Web Page

- From the **Navigation Pane**, select the **Calendar** button to show the **Calendar view**.
- From the main menu, choose **File > Save as Web Page** to open the **Save as Web Page** dialog box.
- Enter the following settings into the **Save as Web Page** dialog box:

Start Date - **01/11/2003**

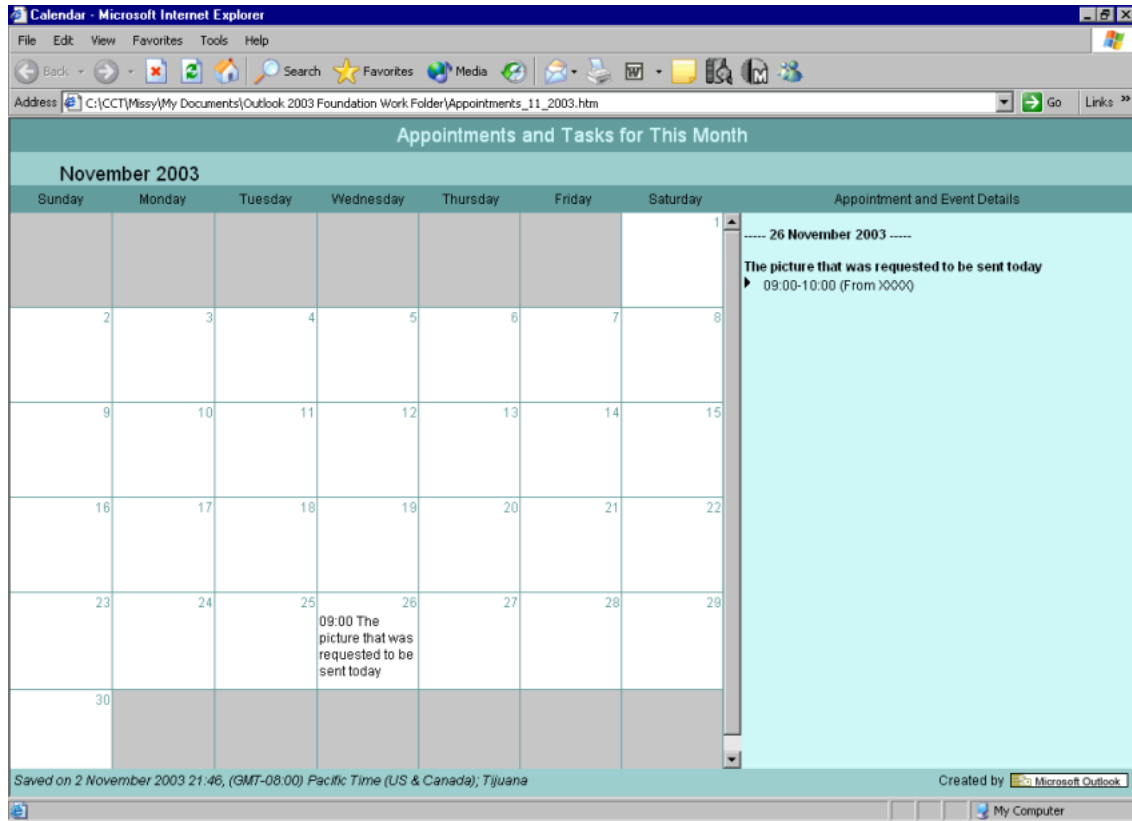
End Date - **30/11/2003**

Include appointment details - **Checked**

Calendar title - **Appointments and Tasks for This Month**

Open saved web page in browser - **Checked**

- Press the Browse button and navigate to the **File name > Outlook 2003 Foundation Work Folder**.
- Enter ***Appointments\_11\_2003.htm*** into the name field and press the **Select** button.
- Click the **Save** button to generate the **Calendar** (it will take a few minutes, so be patient):



**Note:** To see an example of the calendar, open the ***Appointments\_11\_2003.htm*** file from the **Outlook 2003 Foundation Samples** folder.

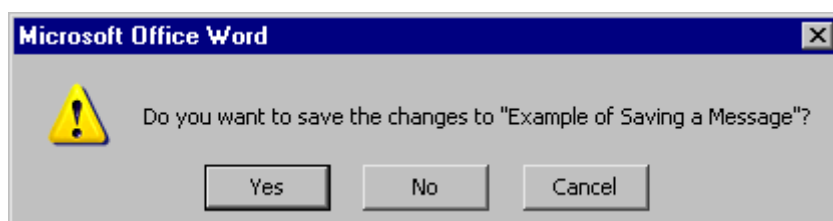
SAMPLE

## Saving and Archiving

### Save

#### Saving Messages

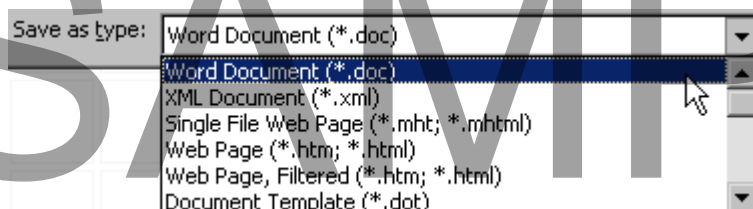
- Create a new mail message.
- Type *Example of Saving a Message* in the Subject field.
- Type *This is an example of how to save a message* in the body of the email.
- Click on the **X** icon in the top right hand corner of the message box to close the message. **Outlook** will respond with a query dialog box:



- Click on **Yes** to save a copy of the message to the **Drafts** folder.

#### Saving in Alternate File Formats

- From the **Navigation Pane**, select the **Mail** button.
- Click on **Drafts** to show the **Draft** view.
- Double-click the email with the **Example of Saving a Message** subject line from the **Drafts** area.
- From the main menu in the message window, choose **File > Save As**.
- In the **Save In** drop down list, navigate to the folder **Outlook 2003 Foundation Work Folder**.
- From the **Save as Type** drop down list, select the **Word Document (\*.doc)** file type and click **Save**:

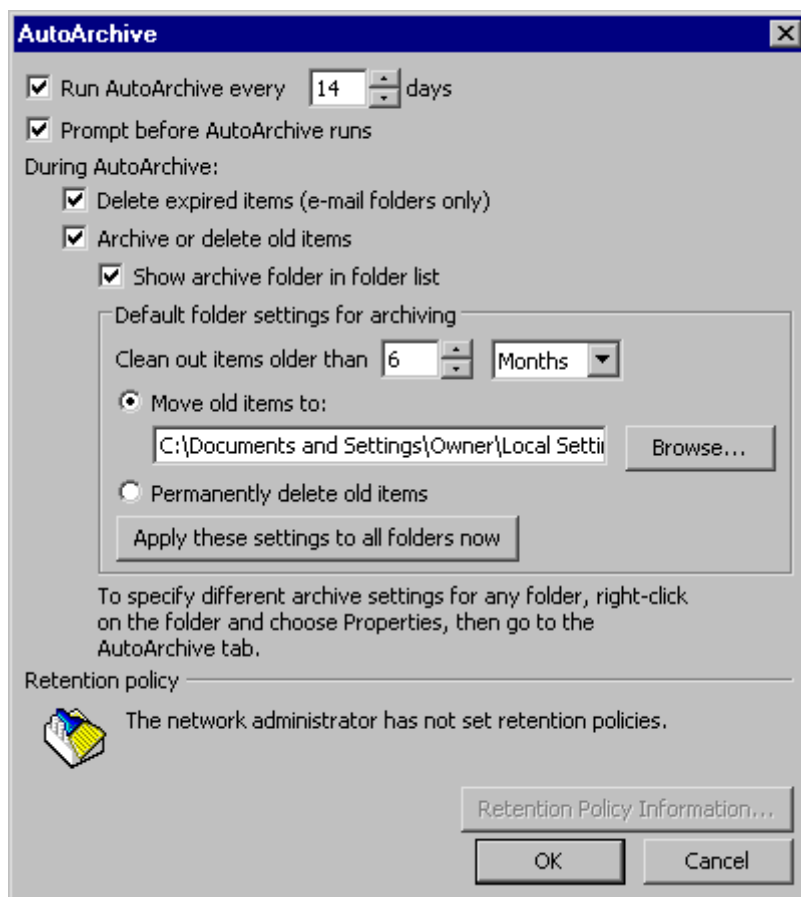


**Note:** To see an example of the Word Document, open the *Example of Saving a Message.doc* file from the **Outlook 2003 Foundation Samples** folder.

### Archive

## Setting AutoArchive options

- From the main menu, choose **Tools > Options** to open the **Options** dialog box.
- Select the **Other** tab, and select the **AutoArchive** button.
- This will open the **AutoArchive** dialog box:

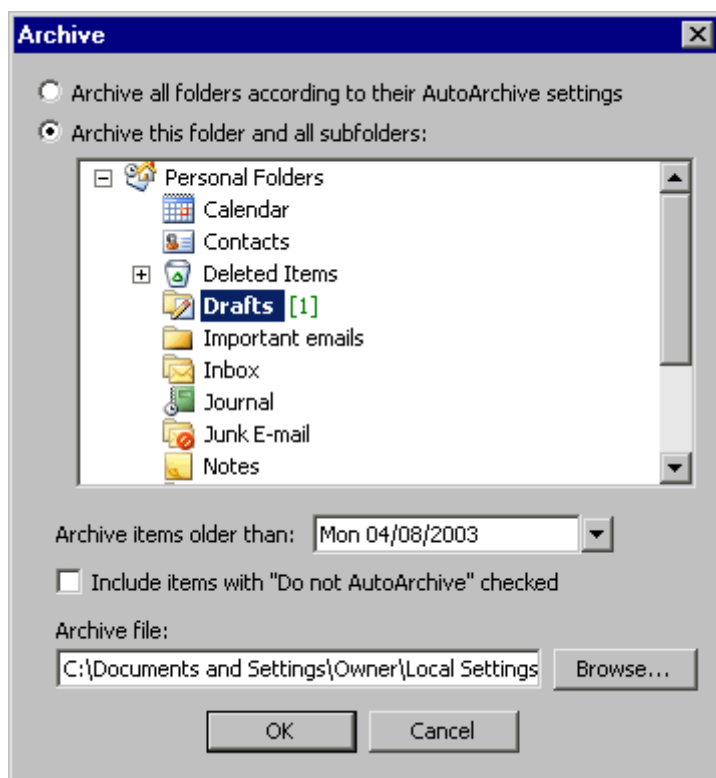


- Change the **Run AutoArchive every** option to **7** days.
- Click **OK**.
- Click **OK** to close the **Options** dialog box.

## Archiving Messages Manually

- Select the Drafts folder in the **Folders List**.
- Select **Example of Saving a Message**.
- From the main menu, select **File > Archive**.

- Leave all settings as the default and click **OK**:



SAMPLE