



**THE  
ENTERPRISE  
CENTRE**

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**Outlook 2003  
Introduction  
ENT1503**

1 Day

**Workshop Goal**

This **one day hands-on** workshop will familiarize participants to all the components of **Microsoft Outlook** with emphasis on managing email, contacts, and appointment scheduling.

**Topic Outline**

Exploring Outlook  
Getting Help  
Sending and Receiving Messages  
Organizing Messages  
Working with Components and Office  
Using Outlook Messaging Features  
Using the Address Book  
Scheduling with the Calendar  
Managing Contacts  
Working with Tasks  
Organizing Outlook Items

**Recommended Prior Learning**

Completion of the **Windows Introduction** workshop or equivalent knowledge. This workshop introduces concepts and features fundamental to using Windows applications.