

Outlook XP

Workbook - Foundation Level



SAMPLE

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Installing the Sample Files into the Hard Disk

Installing the sample files

- Use Windows Explorer to create a folder called **Outlook XP Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Outlook XP 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.

SAMPLE

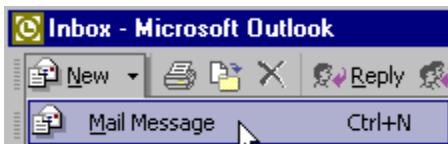
Introduction to Outlook 2002

Creating Messages

- Use Windows Explorer to create a folder called **Outlook 2002 Foundation Work Folder** in the **My Documents** folder.
- Start **Microsoft Outlook 2002** if you do not already have it open.
- Click the **New Mail Message** button, from the **Standard Toolbar**:



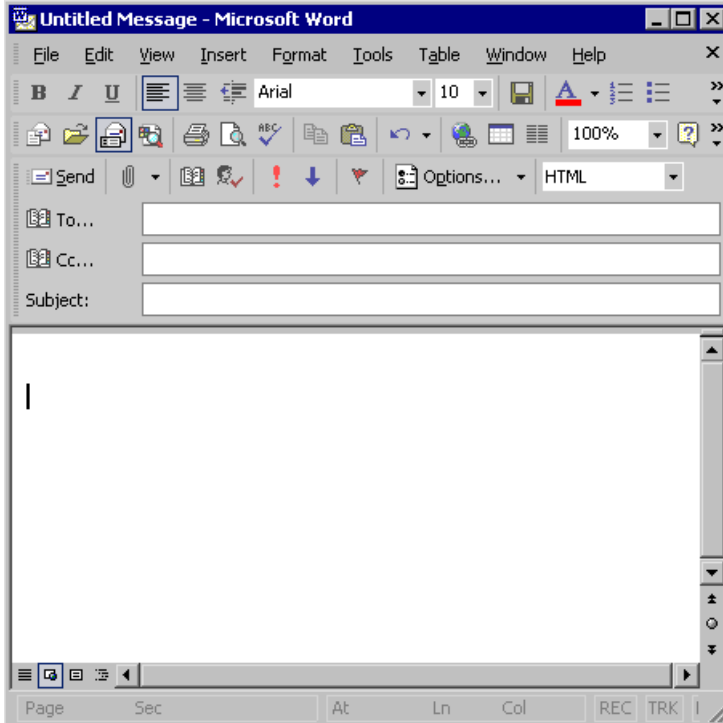
OR click on the arrow beside the **New Mail Message** button to extend the full drop down menu, and select the **Mail Message** command:



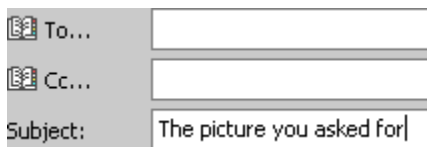
OR press the **Ctrl + N** key combination to create a new mail message.

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- The **Untitled Message** window will open:



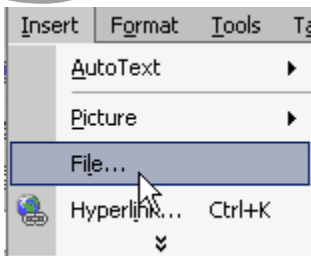
- Enter ***The picture you asked for*** into the **Subject** field of the mail message:



- Enter ***The picture you asked for*** into the **Body** of the mail message.

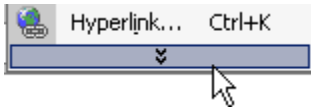
Opening an Attachment

- From the main menu in the message window, choose **Insert > File:**

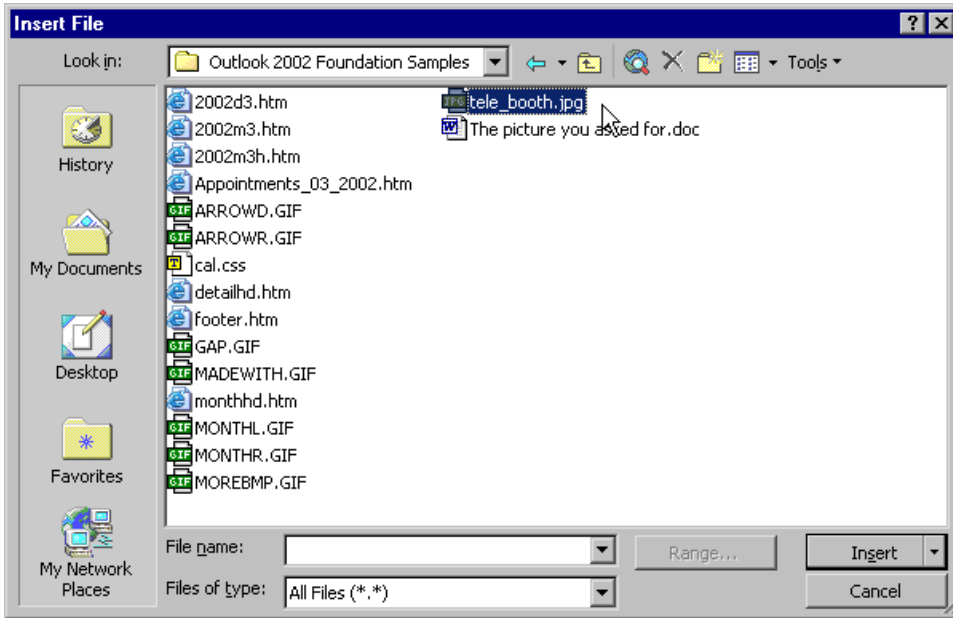


NOTE: If you do not see the **File** command, it may be hidden in the menu. To

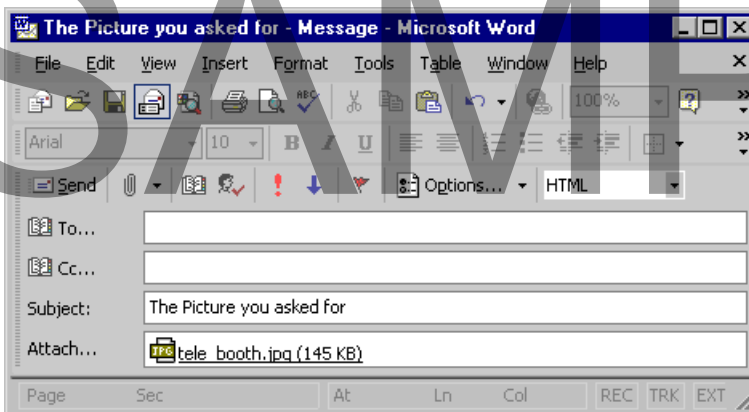
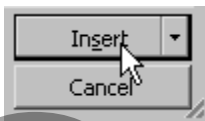
reveal the commands, click the double arrows at the bottom of the menu:



- In the **Insert File** dialog box, navigate to the **Outlook XP Foundation Samples** folder and select the image named *tele_booth.jpg*:



- Click the **Insert** button to place the file into the **Attach** field of your mail message:



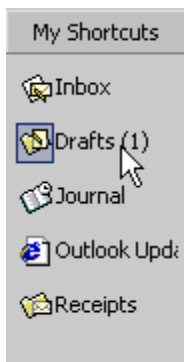
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- From the main menu, choose **File > Close**

OR click the **X** button at the top right corner of the message window to close the message window:



- When **Outlook 2002** asks you if you would like to save the changes to the message, click the **Yes** button.
- The message will automatically be saved into the **Drafts** folder which can be found in the **My Shortcuts** Toolbar:



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Contacts

The Contact List

- From the **Folder List**, select the **Outlook Today** folder.
- From the main menu, choose **File > New > Contact**

OR press the **Ctrl + Shift + C** key combination to open a new **Contact** information dialog box.

- In the **General** tab of the **Contact** dialog box, enter the following information into the corresponding fields:

The screenshot shows the 'Jane Doe - Contact' dialog box with the following data entered:

Field	Value
Full Name	Jane Doe
Job title	Administration
Company	XXXX
File as	Doe, Jane
Business	(444) 111-1234
Home	
Business Fax	
Mobile	
Address (Business)	
E-mail	janedoe@XXXX.com
Display as	Jane Doe (janedoe@XXXX.com)

Full name - **Jane Doe**

Job Title - **Administration**

Company - **XXXX**

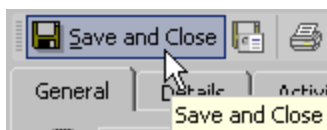
File as - **Doe, Jane** (this section will automatically enter the information)

Business - **444-111-1234**

E-mail - **janedoe@XXXX.com**

Display as - **janedoe@XXXX.com** (this section will automatically enter the information)

- Click the **Save and Close** button to close the contact dialog box:



- From the **Folder List**, select the **Contacts** folder to see the entered contact:

Doe, Jane	
Business:	(444) 111-1234
E-mail:	janedoe@xxxx.com

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Tasks

Managing Tasks

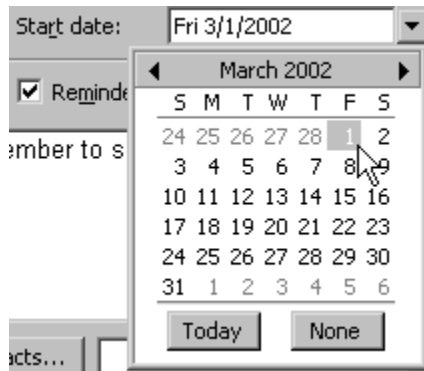
- From the **Folder List**, select the **Outlook Today** folder.
- From the main menu, choose **File > New > Task**

OR press the **Ctrl + Shift + K** key combination to open the **Task** information dialog box:

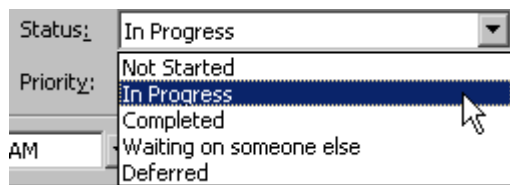
- Enter *The picture that was requested* into the Subject field.
- Enter Remember to send the requested picture that is all ready to go in the Drafts folder into the Body of the task.
- Using the **Due date** drop down menu, set the date to **Monday March 4, 2002**:

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

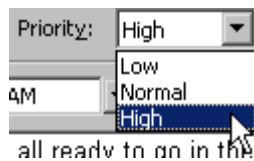
- Using the **Start date** drop down menu, set the date to **Friday March 1, 2002**:



- Using the **Status** drop down list, set the status to **In Progress**:



- Using the **Priority** drop down list, set the priority to **High**:

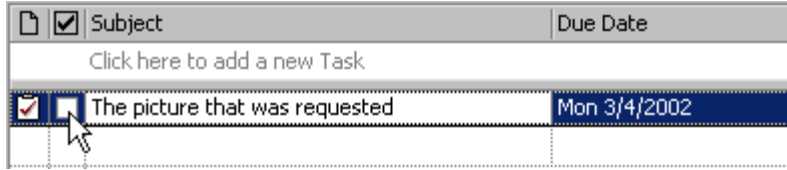


- Check the **Reminder** checkbox if it is not already selected.
- Use the **Reminder** drop down menu to set the date to **Sunday March 3, 2002** and the time to **9:00 AM**:



- Click the **Save and Close** button to close the **Task**.

- From the **Folder List**, select the **Tasks** folder to see the entered task:



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Notes and Journal

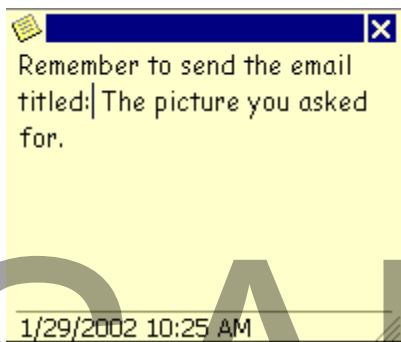
Developing Notes

- From the **Folder List**, select the **Outlook Today** folder.
- From the main menu, choose **File > New > Note**

OR press the **Ctrl + Shift + N** key combination to open a new **Note**:

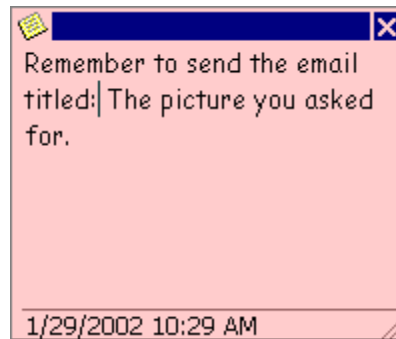
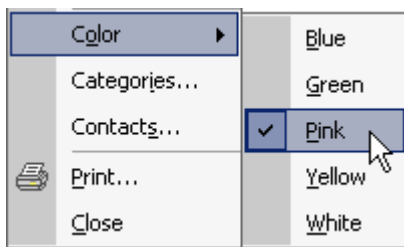


- Enter **Remember to send the email titled: The picture you asked for** into the body of the note:



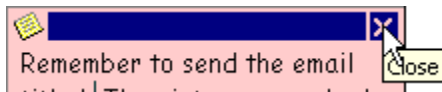
- Click the **Note pad** icon at the top left corner of the **Note**, select the **Color** command and select the **Pink** option to change the color of the note to pink:

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- Click the **Note pad** icon at the top left corner of the **Note** and select the Close command

OR click the **X** button at the top right corner of the note to **Close** the **Note window**:



- From the **Folder List**, select the **Notes** folder to see the entered note:



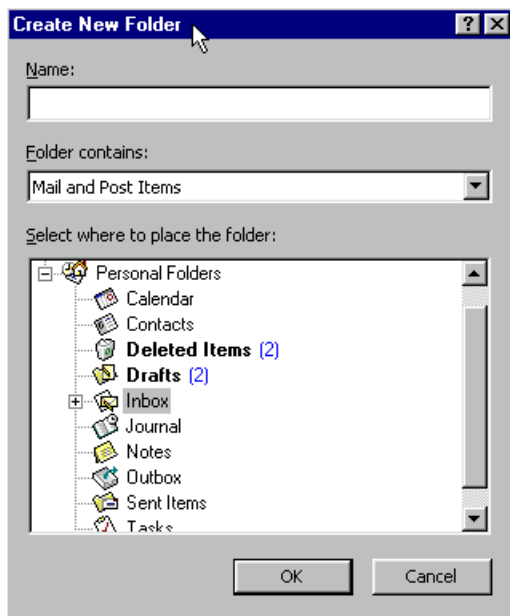
SAMPLE

Management

Managing Folders

- From the **Folder List**, select the **Outlook Today** folder.
- From the main menu, choose **File > New > Folder**

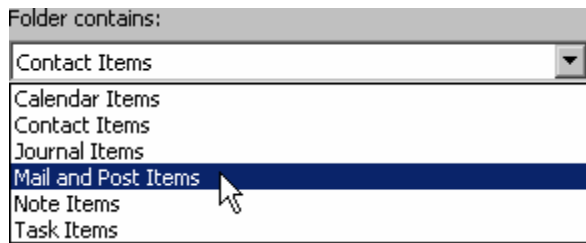
OR press the **Ctrl + Shift + E** key combination, to open the **Create New Folder** dialog box:



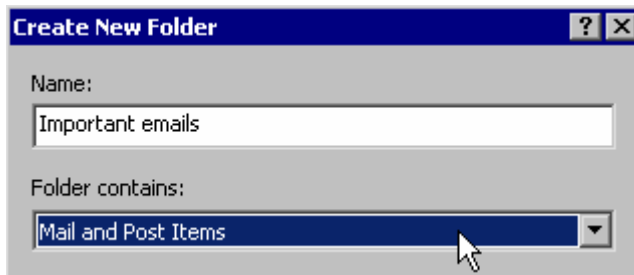
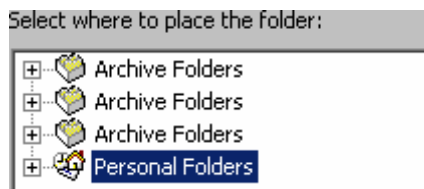
- Enter ***Important emails*** into the Name field:



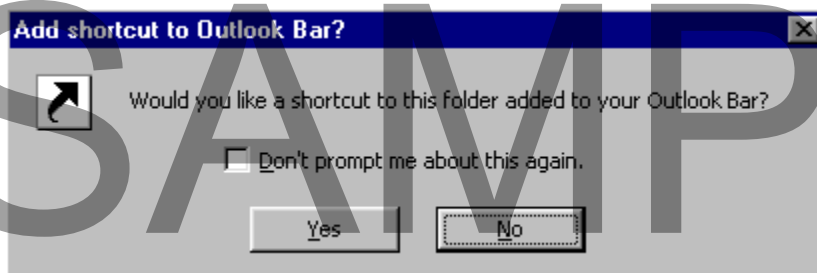
- Using the **Folder contains** drop down menu, choose the **Mail and Post Items** option which determines what will be stored in the new folder:

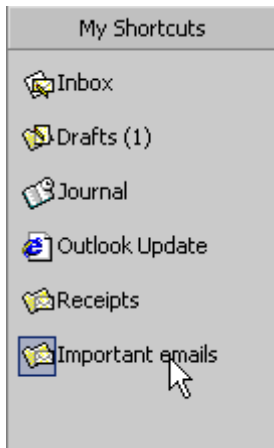


- Select the **Personal Folders** folder from the **Select where to place the folder** section to determine where the folder will be stored and click the **OK** button to add the folder to the **Folders List**:



- If **Outlook** asks you if you want to add the new folder as a shortcut to your **Outlook Bar**, check the **Don't prompt me about this again** checkbox and click the **Yes** button to add the new folder to the **My Shortcuts** tool bar:





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Meetings, Appointments and Events

Setting up Appointments

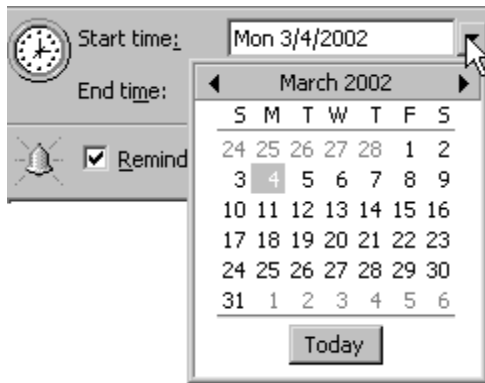
- From the **Folder List**, select the **Outlook Today** folder.
- From the main menu, choose **File > New > Appointment**

OR press the **Ctrl + Shift + A** key combination to create a new **Appointment**:

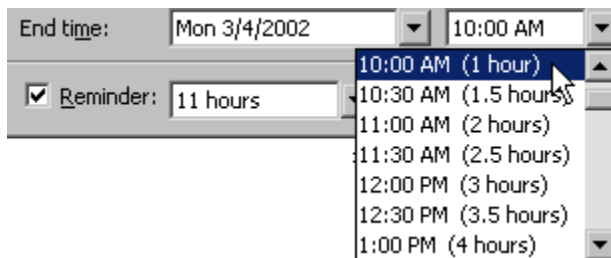
- Enter '**The picture that was requested to be sent today**' into the Subject field.
- Enter '**Remember to send the requested picture that is all ready to go in the Drafts folder today**' into the Body of the appointment:

Remember to send the requested picture that is all ready to go in the Drafts folder today.

- Enter **From XXXX** into the **Location** field.
- Using the **Start Time** drop down menu, set the date to **Monday March 4, 2002** and the time to **9:00AM**:



- Using the **End Time** drop down menu, set the date to **Monday March 4, 2002** and the time to **10:00AM**:



- Using the **Show Time As** drop down menu, select the **Busy** option:



- Using the **Label** drop down menu, select the **Personal** option:

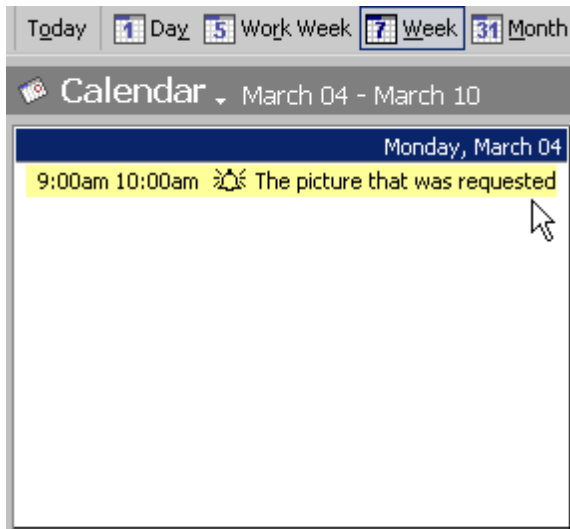


- Check the **Reminder** checkbox, and select **11 hours** from the reminder drop down list:



- Click the **Save and Close** button to close the **Appointment**.
- From the **Folder List**, select the **Calendar** folder and click the **Week** icon to see the now entered appointment:

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NOTE: If the calendar entry is not shown, use the side scroll bar to scroll to the date of the appointment.

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Outlook and the Web

Creating a Calendar

- From the **Folder List**, select the **Outlook Today** folder.
- From the **Outlook Shortcuts bar**, 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 - **Mon 3/4/2002**

End Date - **Sun 3/31/2002**

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 2002 Foundation Work Folder**
- Enter ***Appointments_03_2002.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:



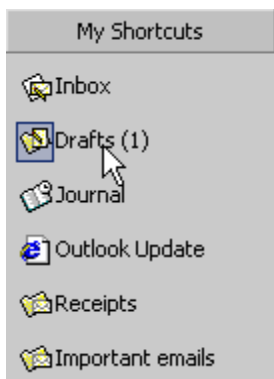
NOTE: To see an example of the calendar, open the ***Appointments_03_2002.htm*** file from the **Outlook XP Foundation Samples** folder.

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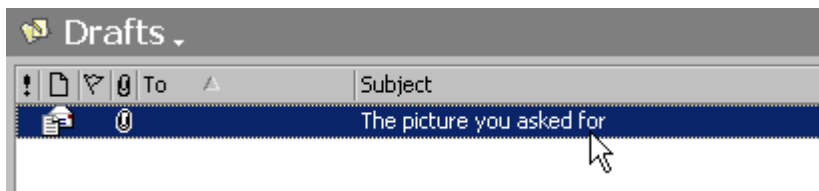
Saving and Archiving

Saving your Work

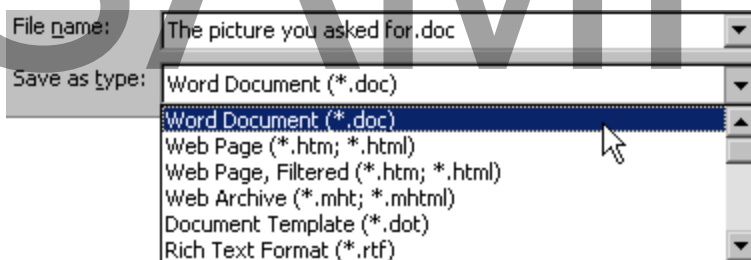
- From the **Folder List**, select the **Outlook Today** folder.
- From the **My Shortcuts** bar, select the **Drafts** button to show the **Draft** view:



- Double-click the email with *The picture you asked for* 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 2002 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 *The picture you asked for.doc* file from the **Outlook XP Foundation Samples** folder.

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