

Microsoft Outlook - Introduction to Outlook XP

This brief workshop is designed to familiarize the student with the new look of Outlook XP.

What you will learn

- The Outlook Screen
 - E-mail
 - Creating
 - Properties
 - Attachments
 - Sending
- Contacts
 - Different Contact Books
 - Creating a Contact
 - Creating a Distribution List
- Calendar
 - Create an Event
 - Create an Appointment
 - Create a Meeting
- Other Outlook Elements (as time permits)
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Question-and-Answer Period

Who should attend

Anyone with Microsoft Outlook experience wishing to become familiar with the new look of Outlook XP.

Length: 1.5 hours. Can be longer if desired. More time allows for more participants.

Format: Your location, on campus, workshop.

Class Material: Handouts will be provided