

Discover Outlook 2003

DiscoverWare's *Discover Outlook 2003* is an interactive productivity tool for users of Microsoft Outlook 2003. Outlook 2003 is a desktop information management program that combines e-mail, scheduling features, task management, and contact management. Outlook 2003 also contains collaboration tools, so information can be shared more effectively.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The products are also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover Outlook 2003 interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Outlook 2003 at any time by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

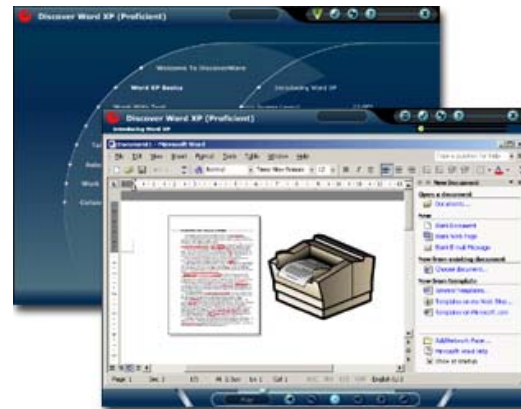
Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.



DiscoverWare

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Discover Outlook 2003 (Proficient)

OUTLOOK 2003 BASICS

- Introducing Outlook 2003
 - Office 2003 Overview
 - Outlook 2003 Overview
- Screen Layout
 - Title Bar, Menus & Toolbars
 - The Outlook Panes
 - Use Outlook Today
- Navigate & View Folders
 - Navigating Folders
 - Views
 - Categories
- The Office Clipboard
 - Using The Office Clipboard
 - Move & Copy Text
- Help In Outlook 2003
 - Microsoft Office Online
 - Type A Question For Help
 - Outlook Help Task Pane
 - Detect And Repair

E-MAIL

- E-Mail Overview
 - Introduction To E-Mail
 - E-Mail Addresses
- Use Address Books
 - What Is An Address Book?
 - Outlook Address Books
 - Create An Address Book Entry
 - Create A Distribution List
- Send E-Mail
 - Send An E-Mail Message
 - Netiquette
 - Format A Message
 - Send An Attachment
- E-Mail Options
 - Use Signatures
 - Themes & Stationery
 - Set E-Mail Options
- Receive E-Mail
 - Retrieving Messages
 - Open An E-Mail Message
 - Open An E-Mail Attachment
 - Reply To A Message
 - Forward A Message

- E-Mail Notification
- E-Mail Viruses
 - What Is A Virus?
 - Protecting Your System
- Manage & Organize E-Mail
 - Flag A Message
 - Print A Message
 - Save A Message
 - Save An Attachment
 - Message Drafts
 - Move & Delete Messages
 - Organize Messages By Category
 - Sort Messages
 - Find A Message

CALENDAR

- Calendar Overview
 - What Is The Calendar?
 - Calendar Items
 - Calendar Views
- Work With The Calendar
 - The Calendar Window
 - Appointments Area
 - Date Navigator
 - Use The Date Navigator
 - Use The Go Menu & AutoDate
 - Print Your Calendar
- Schedule Appointments
 - Make An Appointment
 - Make A Recurring Appointment
 - Assign Categories to Appointments
 - Appointment Labels
 - Format Appointments Automatically
- Schedule Meetings
 - Schedule A Meeting
 - Schedule A Resource
 - Adding & Removing Attendees
 - Respond To A Meeting Request
- Schedule Events
 - Schedule An Event

CONTACTS

- Contacts Overview
 - The Contacts Folder
 - Contact Views
 - Navigate Contact Items
- Create Contacts
 - Create A New Contact
 - Create A Contact From An E-Mail Message
- The Contact Form
 - The General Tab
 - The Details Tab
 - The Activities Tab
 - The Certificates Tab
 - The All Fields Tab
- Manage Contacts
 - Edit Contact Items
 - Print Contact Items
 - Assign Categories to Contacts
 - Organize Contacts
 - Sort Contacts
 - Finding Contacts
- Communicate With Contacts
 - E-Mail A Contact
 - Send Contact Information
- Link Items To Contacts
 - Linking Items To Contacts
 - Track Activities For A Contact

TASKS & NOTES

- Work With Tasks
 - The Tasks Folder
 - Task Views
 - Create & Update Tasks
 - Organize Tasks By Category
- Assign Tasks
 - Assigning Tasks
 - Assign A Task
 - Accept, Decline Or Delegate Tasks
- Work With Notes
 - The Notes Folder
 - Create & Edit A Note
 - Assign Contacts & Categories To Notes
 - Organize Notes

Advanced features

- Integration
 - Outlook Integration
 - Office Integration
 - Open Office Documents From Outlook
- Search For Outlook Items
 - Find Items
- Archive Items
 - Archiving Outlook Items
 - Use AutoArchive
 - Archive Items Manually





Discover Outlook 2003 (Expert)

Customize Outlook 2003

- Advanced Features
 - Advanced Features In Outlook 2003
- Customize Toolbars & Menus
 - Menus
 - Creating Custom Menus
 - Outlook Toolbars
 - Customize Outlook Toolbars
- Outlook Today
 - Outlook Today
 - Customize Outlook Today
- Configure Outlook
 - Outlook & Mobile Computing
 - Configure Dial-Up Connections
 - Security Zones
 - E-Mail Security Options
 - Set E-Mail Security Options
 - Junk E-Mail Filtering
 - Junk E-Mail Lists

E-Mail

- Organize E-Mail Messages
 - E-Mail Views
 - Create A Custom View
 - Filter Messages
 - Arrange By Conversation
 - Apply Conditional Formatting
 - Specify Mail Options
 - Use Personal Folders
- Use Favorite & Search Folders
 - Favorite Folders
 - Adding & Removing Favorite Folders
 - Search Folders
- Specify Message Formats
 - Change Your Default Mail Editor
- Customize Address Books
 - Personal Address Books
 - Create A Personal Address Book
 - Create A Distribution List
- Create & Use Rules
 - Rules
 - Create A Rule
- Offline Folders & Remote Mail
 - Remote Access
 - Synchronization
 - Create An Offline Folder File
 - Synchronize Folders
 - Check Offline Folder Status
 - Set Up Remote Mail
 - Use Remote Mail

Calendar

- Customize The Calendar
 - Calendar Options
 - Customize Calendar Views
- Share Calendar Information
 - Permissions
 - Open Another User's Calendar
 - Share Your Calendar
 - Set Private Appointments
- Use Multiple Calendars
 - Creating Additional Calendars
 - Side-By-Side Calendars
- Manage Meetings
 - Update A Meeting
 - Cancel A Meeting

Tasks

- Manage Tasks
 - Assigning Tasks
 - Assign A Task
 - Create & Update A Task
 - Change Task Details
 - Track Assigned Tasks
 - View Another User's Task List
 - Send Task Information

Manage Outlook Information

- Import & Export Data
 - Import Data Into Outlook
 - Export Data From Outlook
- Archive Items
 - Archiving Outlook Items
 - Use AutoArchive
 - Archive Items Manually
- Create & Use Forms
 - What Is A Form?
 - Create A Form
 - Using A Custom Form
- Use The Journal
 - Using The Journal
 - Create A Journal Entry
 - Modify A Journal Entry
- Share Outlook Folders
 - Set Sharing Permissions
- View Web Pages In Outlook
 - What Is A Folder Home Page?
 - Set A Folder Home Page



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