

Chapter 1: Using Outlook Messaging

You will learn:

- Sending a message.
- Using the Address Book - Message window.
- Changing mail folder views.
- Opening a message in the Inbox folder.
- Sending and receiving messages.
- Viewing sent messages.
- Replying to a message.
- Forwarding a message.

Chapter 2: Managing Messages

You will learn:

- Saving a draft version of a message.
- Changing the read status of a message.
- Sorting mail messages.
- Deleting a message.
- Moving a message to a different folder.
- Emptying the Deleted Items folder.
- Archiving a folder.

Chapter 3: Formatting Outlook Messages

You will learn:

- Selecting a message format.
- Applying character formatting.
- Formatting paragraphs.
- Creating a bulleted list in a message.
- Finding text in a message.
- Spell checking a message.



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Chapter 4: Using the Address Book

You will learn:

- Opening the Address Book.
- Creating a new contact entry.
- Viewing entry properties.
- Deleting an entry.
- Finding an entry.



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