





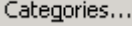
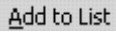
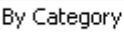
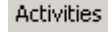

























Outlook2003 Overlooked Outlook Treasures

<p>Auto-Create</p>	<p>▶ It couldn't be easier - Outlook2003 supports "drag & drop" to quickly create appointments, contacts & e-mail messages!</p> <p>▶ Create appointment from e-mail message</p> <p>Drag e-mail message from Inbox  to  Calendar in Navigation Pane ♦♦ New appointment window opens ♦♦ Insert additional information ♦♦ Click Save & Close</p> <p>▶ Create new contact from e-mail message</p> <p>Drag e-mail message from Inbox  to  Contacts in Navigation Pane ♦♦ New contact form opens with name & e-mail address already filled in for you</p> <p>▶ Create new message to contact</p> <p>Drag contact  to  Mail in Navigation Pane ♦♦ New message window opens with name and e-mail address already filled in</p>									
<p>Categories</p>	<p>▶ Apply category(s) (custom or default) to appointments, contacts, or tasks</p>									
<p><i>create new category</i></p>	<ol style="list-style-type: none"> 1. Open or create appointment, contact, or task 2. Enter details 3. Click  in appointment form 4. Type new category in field and click  5. Apply other categories, if desired 6. Click OK 7. Click Save & Close 									
<p><i>view by category</i></p>	<p>▶ Select Category  from drop-down list in Advanced Toolbar OR View ♦ Arrange By ♦ Category</p>									
<p>Contacts: Activities <i>tab in contact form</i></p>	<p>▶ Shows all email, meetings & journal entries associated with a particular contact</p> <ol style="list-style-type: none"> 1. Open desired contact 2. Click  tab 3. Items are listed in window <table border="1" data-bbox="516 1297 1433 1392"> <tr> <td></td> <td>Updated: test 1</td> <td>meeting</td> </tr> <tr> <td></td> <td>FW: Tech Training Classes</td> <td>urban</td> </tr> <tr> <td></td> <td>Systeme Integration</td> <td>Contacts</td> </tr> </table> <ol style="list-style-type: none"> 4. Close window when finished <p>NOTE: Double-click to quickly open any of the listed items</p>		Updated: test 1	meeting		FW: Tech Training Classes	urban		Systeme Integration	Contacts
	Updated: test 1	meeting								
	FW: Tech Training Classes	urban								
	Systeme Integration	Contacts								
<p>calendar: color <i>appointments and meetings automatically</i></p>	<ol style="list-style-type: none"> 1. In  Calendar, right-click the calendar grid 2. Click Automatic Formatting on the shortcut menu 3. Click Add, and then type a name for the rule 4. In the Label list, click a color 5. Click Condition to specify the conditions under which the color will be applied 6. Click OK twice 									
<p>organize messages <i>with color</i></p>	<ol style="list-style-type: none"> 1. Highlight desired message in Inbox (i.e. message from your supervisor) 2. Tools ♦ Organize 3. Under Ways to Organize Inbox, click Using Colors  4. From and name has already been filled in for you 5. Select color from drop-down list  6. Click Apply Color 									

Outlook2003 Overlooked Outlook Treasures

<p><i>E-mail Message options</i></p>	<ol style="list-style-type: none"> 1. Create message 2. Click  Options... 3. Select options to request read receipts, use voting & tracking options, have replies sent to someone else, delay delivery of message, etc. 4. Click Close 5. Complete message and Send <p>NOTE: In the new message window, click   in the toolbar to set High or Low importance in the message window</p>
<p><i>Rules</i> </p>	<p>▶ A quick & easy way to create a rule is to base the rule on an existing message</p> <ol style="list-style-type: none"> 1. Right-click message to base rule on and click Create Rule or click  2. Select conditions 3. Click OK <p>Incoming messages with these criteria will follow conditions of this rule.</p>
<p><i>Delete rule</i></p>	<ol style="list-style-type: none"> 1. In the Navigation Pane, click Mail 2. On the Tools menu, click Rules and Alerts. 3. Click the “E-mail rules” tab 4. Select desired rule and click  Delete and click OK
<p><i>Tasks</i></p>	
<p><i>create task</i></p>	<ol style="list-style-type: none"> 1. Click  Tasks in Navigation Pane 2. Click  New ▾ 3. Type subject Subject: <input type="text"/> 4. In Due Date pop-up Calendar, select the date when task is due 5. From the Priority drop-down list, select a priority 6. Select a date for Reminder if desired <p>NOTE the other options for entering in more detailed information on the task</p> <ol style="list-style-type: none"> 7. Click Save & Close
<p><i>Task view options</i></p>	<ol style="list-style-type: none"> 1. Click desired view option from toolbar 
<p><i>Link file to task</i></p>	<ol style="list-style-type: none"> 1. Open  Tasks in Navigation Pane 2. Open desired task 3. Insert ▸ File 4. In Look In drop-down list, locate desired file 5. In the list box, select the file to which you want to link 6. Click Insert 7. Click Save & Close
<p><i>Share task information</i></p>	<ol style="list-style-type: none"> 1. Click  Tasks in Navigation Pane 2. Right-click the task icon and choose Forward 3. A new message form opens 4. Complete and send the message