



**INVEST IN YOURSELF NOW!  
COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL**

**MICROSOFT OUTLOOK 2003: Level 1 or Level 2**

**OUTLOOK 2003 LEVEL 1:  
EMAIL AND SCHEDULING**

**Course No. CO350B**  
**Date: Tues. May 18**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

**Course Outline**

**Lesson 1: Getting Started**  
The program window; Outlook Today; Getting help

**Lesson 2: E-mail**  
E-mail accounts; E-mail messages; Handling messages

**Lesson 3: E-Mail Management**  
Managing e-mail; Printing messages; Address books

**Lesson 4: Contact Management**  
Managing contacts; Categories

**Lesson 5: Tasks**  
Working with tasks; Managing tasks

**Lesson 6: Appointments and Events**  
Creating and sending appointments; Categorizing appointments; Modifying appointments; Working with events

**Lesson 7: Meeting Requests & Responses**  
Working with/responding to meeting requests; Handling meeting responses; Microsoft NetMeeting

**Lesson 8: Customizing Outlook**  
Personal folders; Organizing folders; Signatures; Voting buttons; Interacting with the Internet

**Lesson 9: Instant Messaging**

**OUTLOOK 2003 LEVEL 2:  
ADVANCED SCHEDULING**

**Course No. CO351**  
**Date: Wed. April 28**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

**Course Outline**

Topics covered include applying and removing filters to messages, using the Rules Wizard, using advanced calendar and scheduling techniques, integrating Outlook with other applications and using Public folders to share information.

**Lesson 1: Customizing Your Outlook**

**Lesson 2: Handling Messages**

**Lesson 3: Working With Outlook Folders**

**Lesson 4: Stationery and Templates**

**Lesson 5: Integrating Outlook**

**Lesson 6: Using Folders to Share Information**

**Lesson 7: Working with Offline Folders and Remote Mail**

**Lesson 8: Working With Newsgroups and E-Mail Security**

**Note:** As a Priority Partner with Springhouse, Chester County Night School offers this great rate on these and many other Springhouse classes ... but to qualify, you must register through Night School. Please call or visit our web site today.

**REGISTER NOW! Call 610-692-1964 or sign up online: [www.chestercountynightschool.org](http://www.chestercountynightschool.org)**