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LESSON 1: USING MICROSOFT OUTLOOK 2000

OVERVIEW

Microsoft Outlook 2000 is a software package that allows you to send e-mail (electronic mail), schedule an appointment, maintain contacts, and organize tasks, as well as organize notes to yourself.

♦ Logging into Outlook

STEPS

1. From your desktop, click START, PROGRAMS, MICROSOFT OUTLOOK. You will see the following screen.

2. If necessary, in the MAILBOX type: HW, your first initial, and the first four letters of your last name. For example, HWLHodg

3. In the PASSWORD text box, type your password. Please note that the password will be displayed as stars.

EXERCISE:

1) Open and log into Microsoft Outlook according to the login given by the trainer.
♦ The Outlook Window

OVERVIEW

When you first log into Outlook, you will see the following Outlook screen. Depending on your needs, this opening screen may be changed.

♦ Changing your Password

STEPS

1. To change your password, click on **TOOLS** on the menu bar, click **MICROSOFT MAIL TOOLS**.

2. Click on **CHANGE MAILBOX PASSWORD**. The following screen will appear.
3. Type in your old password. Then **TAB** to the next box. Type your new password. **TAB** to the next box. Re-type your new password for confirmation.

4. Click on **OK** when finished. You should get the following message.

![Microsoft Mail dialog box]

**Lesson Example**

It's time to change your password.

**STEPS**

1. Change the password to **computer**.
2. Close Microsoft Outlook.
3. Reopen Outlook with the new password.

**EXERCISE:**

1) Change the password to **blue**.
2) Close Microsoft Outlook.
3) Open Microsoft Outlook and login with the new password.
4) **On Your Own:** Change the password back to the original password. If unsure, be sure to ask the trainer.
5) Verify the original password works by closing and logging back in.
LESSON 2: USING THE INBOX

OVERVIEW

The Inbox allows you to send electronic mail (e-mail) to another person without actually printing a document. It sends the information from computer to computer where the other person receives the mail in his or her own “mailbox”. Important Note: Keep in mind that while e-mail is intended to be confidential - others may have access to your password or may see a printed copy of the e-mail you send.

♦ Composing a New Message

OVERVIEW

You may compose new messages from any of the Outlook e-mail folders. Typically, you will do this in your Inbox.

STEPS

1. Click on the INBOX folder in your Folder List.

2. Click on the NEW MAIL MESSAGE button.

3. Click on the TO. . . button to select from your list of contacts; when selecting names from your contact list, you may place them into one of three categories: To; CC (Carbon Copy); BCC (Blind Carbon Copy – other recipients do not see BCC entries.); click OK. If you want, you may simply type the e-mail address in the text box next to the To. . . button or CC. . . button.

4. Type a brief description of your message in the subject line.

5. Type your message in the remaining white space.

6. If necessary, click on the buttons to attach, assign importance, or flag this message.

7. Click the SEND button to send the message or click the SAVE button to send it to the drafts box for later use.
Lesson Example

You would like to correspond with the instructor.

STEPS

1. Compose a message to the instructor.
2. CC yourself.
3. Send the message.

EXERCISE:

1) Compose a message to two of the other students in the room as directed by your instructor. Include the student’s names in the Subject line.
2) Send the message.
3) On Your Own: Compose a message with a subject of Vacation to any another student in the room, and CC yourself and the instructor.
4) Send the message.

Reading Messages

STEPS

1. To view a message in the preview pane, click on the message to be read.
2. To open a message in its own window, double-click the message or right-click and select open. To read the next message, click on the NEXT ITEM icon or to go back to the previous message, click on the PREVIOUS ITEM icon. Click CLOSE to exit the message window.

Helpful Hint:

If you do not see a preview pane, select VIEW, PREVIEW PANE.
Lesson Example

You'd like to read the message you sent to the instructor.

STEPS

1. Use Preview Pane to view the message you sent to the instructor.

EXERCISE:

1) Read the first message that contains your name in the subject line.
2) On Your Own: Read the Vacation message.

Replying to and Forwarding Messages

STEPS

1. To reply to the sender of the message, click the REPLY button on the toolbar and type your response. When finished click SEND.

2. To reply to the sender, as well as everyone who received the message, click the REPLY TO ALL button on the toolbar and type your response. When finished, click SEND.

3. To forward a message, click the FORWARD button on the toolbar and follow the steps for selecting recipients as described in Composing a New Message.

4. If you choose to, you may add information to the message.

5. Click SEND.
♦ Lesson Example

You need to respond to a message you received regarding an upcoming meeting.

**STEPS**

1. Open the message with a subject of Meeting.
2. Reply that you will be able to attend the meeting.
3. Send your reply and close the original message.

**EXERCISE:**

1) Reply to the first message containing your name in the subject line.
2) Forward the message to another person in the room as directed by the instructor.
3) *On Your Own:* Reply to the second message containing your name in the subject line.
4) Forward this message to the instructor.

♦ Attaching a File

**STEPS**

1. Compose a new message, address it as appropriate.
2. Click **ATTACH**.
3. Find the correct folder in the **LOOK IN** drop down box, click the filename, and click **INSERT**.
4. Type your message.
NOTES

5. Click **SEND**.

♦ Lesson Example

You need to send a message and attach a particular file to it.

**STEPS**

1. Compose a message to two students in the room attaching the **Ready, Set, Go** document located in the C:\Computer Training folder.

2. Send the message.

**EXERCISE:**

1) Compose a message to another person in the room as directed by the instructor. Type **Attachment** in the subject line.

2) Attach the **Training** document found in C:/Computer Training.

3) Send the message.

4) *On Your Own:* Compose a message to anyone in the room.

5) Attach both the **Ready, Set, Go** document *and* the **Training** document.

6) CC the instructor.

7) Send the message.

♦ Deleting a Message

**STEPS**

1. **To remove mail from any folder,** click the message to delete.
2. Click the **DELETE** button  

3. **To remove it permanently**, click the **DELETED ITEMS** folder.

4. Click the message to delete, then click **DELETE**  

♦ Lesson Example

You need to clean out your Inbox.

**STEPS**

1. Delete the messages you sent yourself.

**EXERCISE:**

1) Delete all messages that contain your name in the subject line.

2) **On Your Own:** Delete all remaining messages with the exception of the Meeting message.

♦ **The Out of Office Assistant**

**OVERVIEW**

If you plan to be out of the office for a vacation or a business trip, you may have Outlook forward an automatic message to each person who sends you a message while you're away. Each sender will only receive this message one time.

**STEPS**

1. From your Inbox folder (with no messages open), select **OUT OF OFFICE ASSISTANT** from your Tools menu.

2. Click the **I AM CURRENTLY OUT OF THE OFFICE** radio button.  

3. Type the message you wish to send upon receipt of an e-mail. Click **OK**.
LESSON 3: TASKS

OVERVIEW

Think of your task list as a "to do" list.

♦ ♦ ♦ ♦ The Task Window

♦ ♦ ♦ ♦ Entering a Task

STEPS

1. Click on the *TASKS* folder in your Folder List.

2. Click on **CLICK HERE TO ADD A NEW TASK**.

3. Enter a subject.

4. Enter a due date, when one exists.

5. To add another task, hit the **ENTER** key.
6. When finished entering tasks, click on any blank area of the task list.

♦ Editing Tasks

STEPS

1. Double-click the task you wish to edit. This will bring you into a new window with several options.

2. Make the desired changes. Click the **SAVE AND CLOSE** button.

♦ Marking a Task Complete

OVERVIEW

Once you have completed a task you may mark the task complete. Outlook will put a line through the task.

STEPS

1. Click the **CHECK BOX** to the left of the completed task's subject.
♦ Assigning Tasks

OVERVIEW

Outlook allows you to assign tasks to other people. For example, a supervisor may assign tasks to her staff.

STEPS

1. From the **FILE** menu, choose **NEW, TASK REQUEST**.
2. Identify the person who will be performing the task.
3. Enter the subject and due date of the task, including any additional options.
4. In the text box, type any instructions regarding the task. Click **SEND**.

♦ Lesson Example

You need to develop the agenda for your next staff meeting. You will need ten copies.

STEPS

1. Add a task to create the agenda.
2. Assign the task of copying the agenda to someone else in the room.
3. Mark the creation of the agenda complete.

EXERCISE:

1) Add the following tasks:

   Enter contacts.
   Deliver the mail.

2) *On Your Own:* Enter a task to finish the quarterly report.

3) Complete the tasks from step 1.
LESSON 4: CALENDAR

OVERVIEW

Think of your Outlook Calendar as you would a calendar on your desk. Microsoft Outlook allows you to electronically keep better track of your time without the chaos of adding and erasing appointments in pencil. There are three types of items that you may add to your calendar: appointments, events, and meetings.

♦♦♦♦

Calendar Views

OVERVIEW

You may look at your Outlook Calendar using one of four views: Day, Work Week, Week, or Month.

STEPS

1. Click on the CALENDAR folder in your Folder List.

2. To choose a view, click on one of the VIEW buttons on the toolbar.

♦♦♦♦

Creating an Appointment or Event

OVERVIEW

Appointments are activities that occur for a specific period of time. There are two types of appointments: one time or recurring. An event is an activity that lasts for 24 hours or longer; for example, a vacation or a holiday.

STEPS

1. Double-click on the day and time of your appointment.
2. In the *SUBJECT* line, type a description of the appointment. Continue to enter the necessary information.

3. When finished, click the *SAVE AND CLOSE* button.

4. To set an activity as an event, check the *ALL DAY EVENT* button.

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**Recurring Appointments**

**OVERVIEW**

Often, we have appointments that happen at regular intervals. For example, office staff meetings may be held every other Tuesday at 10:00 am. These appointments can easily be scheduled using Outlook, without having to type the information several times.

**STEPS**

1. Create a new appointment as described above. Before clicking save and close, click the *RECURRANCE* button.
2. In the appointment recurrence window, choose the appropriate options. Click **OK**.

3. In the appointment window, click the **SAVE AND CLOSE** button.

♦ Lesson Example

You need to put the staff meeting into your calendar.

**STEPS**

1. Enter the staff meeting on next Tuesday's date. The meeting begins at 2:00 p.m. and will last two hours.

2. Your staff meetings occur on the same Tuesday of each month. Make your staff meeting recur indefinitely.

3. You decide that Wednesdays are better for staff meetings, and you'd like to check in every two weeks for just an hour (2:00 to 3:00 p.m.). Edit your recurring appointment accordingly.
EXERCISE:

1) Look at your Calendar for next week in Work Week view.

2) Create an appointment for Advanced Outlook Training from 9:00 a.m. to 4:00 p.m. on Friday of that week.

3) Change the training to the day before (Thursday)

4) Change the view to Day view, and go to today’s calendar.

5) On Your Own: Enter a recurring appointment to check in with your supervisor from 8:00 to 8:30 a.m. every Monday, from next Monday on.
LESSON 5: PRINTING

OVERVIEW

You are able to print many Outlook items, sometimes in a variety of styles. The following are the steps for printing several different Outlook objects:

STEPS

1. To print an e-mail message from any mailbox, select the message and click the PRINT button.

2. To print an individual contact's information, open that contact and click the PRINT button.

3. To print the general information for all contacts, from the Contacts window, click FILE, PAGE SETUP, and select the style you would like. Make any appropriate changes in page setup and click the PRINT button. If necessary, go to PRINT PREVIEW to take a look at the setup. When satisfied, click the PRINT button.

4. To print your calendar, from the Calendar window, click FILE, PAGE SETUP, and select the style you would like. Make the appropriate choices in Page Setup, then click the PRINT button and set the start and end dates. If necessary, click the PREVIEW button to take a look at the setup. When satisfied, click the PRINT button.

5. To print your Tasks list or Notes, open the Task or Notes window and click the PRINT button.

♦ Lesson Example

You want a hard copy of your calendar.

STEPS

1. Print this month's calendar in monthly view.
EXERCISE:

1) Print your Tasks list.

2) *On Your Own:* Print your Calendar for next week only.
LESSON 6: SHUTTING DOWN THE COMPUTER

OVERVIEW

When you’re ready to turn off your computer, it is important in Windows 98 to “shut down” the computer by closing out of Windows. This will ensure that Windows has saved all the files and removed any temporary files that may have been created by programs. *Always* use the Shut Down command to safely shut down Windows.

STEPS

1. Click the **START** button.

2. Click **SHUT DOWN**...

3. Click the option you want. You have the following options:

   **Shut down the computer:** Prepares your computer to be turned off, saving any Windows settings that have been changed and saves any information stored in memory to your hard drive.

   **Restart the computer:** Saves any Windows settings that have been changed, saves any information stored in memory to the hard drive, then restarts the computer.

   **Restart the computer in MS-DOS mode:** Save as above, but when restarted goes to MS-DOS mode. When finished in MS-DOS mode, type exit or win to return to Windows 98.
NOTES

Close all programs and log on as a different user: Closes all programs and disconnects from the network allowing someone else to log on your computer.

4. Click YES to shut down, click NO to return to Windows 98.

5. Wait for the screen prompt “It’s now safe to turn off your computer.”

6. Turn off your computer.

EXERCISE:

1) Initiate the Shut Down process.

2) Choose the “Shut down the computer?” option.

3) Shut down your computer and turn it off.