

# Outline – Introduction to Outlook Express and the Internet

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## Introduction to Outlook Express

- Course Objectives
- What is Microsoft Outlook Express

## Outlook Express Basics

- Outlook Express Terminology
- Starting Outlook Express
- The Outlook Express Window
- The Outlook Express Bar
- Using Different Views
- Creating Item Folders
- Getting Help
- Exiting Outlook Express

## Making Mail Work for You

- Reading New Messages
- Replying to/Forward a Message
- Create New Messages
- Setting Priority of the Message
- Adding Attachments
- Creating a Signature
- Finding Mail Messages
- Setting Rules
- Changing Options

## Working with Contacts

- Creating New Contact
- Editing Contacts
- Contacting Contacts
- Creating a Distribution List
- Printing Contacts

## Introduction to the Internet

- What is the Internet?
- History of the Internet
- Connecting to the Internet
- Getting Used to the Internet

## The World Wide Web

- What is the World Wide Web?
  - Know Your Source
  - Searching the Results

## Web Browsers

- Activating Your Browser
- Looking at the Screen
- Hypertext & Links
- Using the Menus
- Navigating with the Toolbar
- Back/Forward Buttons
  - The Home, Reload & Stop Button
- Changing Options

## Searching the Internet

- Objectives of Section 4
- Searching the Internet
- Using Your Web Browser
  - The Yahoo Directory
  - The Excite Directory
  - What Can I Search?
  - All Engines aren't the Same
- Search Engines
  - The Next Search Page
  - Alta. Vista, Lycos Search
- Multithreaded Search Engines
- Simple Search Engines
- Search Using Words
- Simple Search
- Downloading Information
- What is Downloading
- Saving to a File
- Saving Images

## Advanced Searches

- Objectives of Section 5
- Advanced Search
  - Searching for a Phrase
  - Using Caps
  - Searching with AND/OR
  - Search Tricks
- Comparing Search Engines
- Evaluating Search Engines

*Please feel free to add any feature you are interested in learning.*