

Getting Started

Microsoft Outlook 98 is a software program that helps you manage your messages, your time, and your documents. Every day you have a variety of appointments and tasks, you send and receive messages, you open and close documents, you make notes, you call your colleagues and contacts, and you manage your files. Outlook integrates all these features into one program with one database. Outlook is most effective when used on a *network*, that is, when it is used with two or more computers that are physically connected.

With Outlook, you can record simple and complex appointments and resolve conflicting appointments. You can keep a list of tasks, somewhat like the to do list you might have on your desk, record information about business and personal contacts, review who you phoned and when, store notes and reminders to yourself, plan events for the entire year, and even track birthdays and anniversaries.

Starting Outlook

Once you are logged in to the network, you can start Outlook by double-clicking the Outlook icon on your desktop.

METHOD

To start Outlook:

1. Log in to the network.
2. On your desktop, double-click the Outlook icon.

EXERCISE

In the following exercise, you will start Outlook.

1. Log in to the network
2. Double-click the Outlook icon *The Outlook window appears.*

END