

Preparing Outlook 98 Exercise Files

Important

The data diskette included with this course contains several files that are used as the basis for student messages, contacts, and notes. Please note that many exercises will require use of e-mail. In such cases, use a colleague's e-mail address or your own. Also any messages you send will be stored in your Personal Mailbox Sent Items folder.

.doc Files on data disk

The **Journal.doc** and the **Specials List.doc** files are Word 97 document files for use with Section 6, Keeping a Journal and Utilizing Notes. You will be able to browse these files with WordPerfect 8.

.pst File on data disk

The **outlook98.pst** file on the data disk (A:\ drive) contains the initial data you need to install on your computer before you can work with the exercises in this manual. This data includes sent messages, contacts, and notes that you view in Section 1 and use from time to time in other sections. Once you open it, you will have a mailbox called **OUTLOOK EXERCISES** which you will work from when performing the exercises in this guide.

Adding your OUTLOOK EXERCISES Mailbox

To add the Outlook Exercise Mailbox containing the exercises used in this guide you need to copy outlook98.pst to your D:\ drive and open it from Outlook.

To copy outlook98.pst to your D:\ drive:

1. Create a folder on your D: drive called Training
2. Copy outlook98.pst to D:\Training

To open outlook98.pst:

1. Load Outlook
2. From the File menu, choose Open, Personal Folders (.pst)
3. Select D:\Training\outlook98.pst and choose OK.

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