

Outlook 2003 How To Videos

Topic	Movie
Tips for Organizing & Customizing Emails <i>(color coding, sorting, signatures)</i>	Finding emails quickly Organizing/deleting multiple emails Color coding emails by a sender Color coding emails sent only to you Flagging emails of importance Customizing your signature Creating email delivery dates/times
Tips for Using Your Calendar	Color coding calendar labels Creating calendar reoccurrences Creating calendar time increments Creating customized calendar settings