

## INFORMATION COMMUNICATION AND TECHNOLOGY.

- WEEK** : 11
- TOPIC** : Microsoft Outlook
- AIM** : To understand how to use MS Outlook, and maintaining appointment and other schedules.

### LEARNING OUTCOMES:

After completing this Unit you should able to understand:

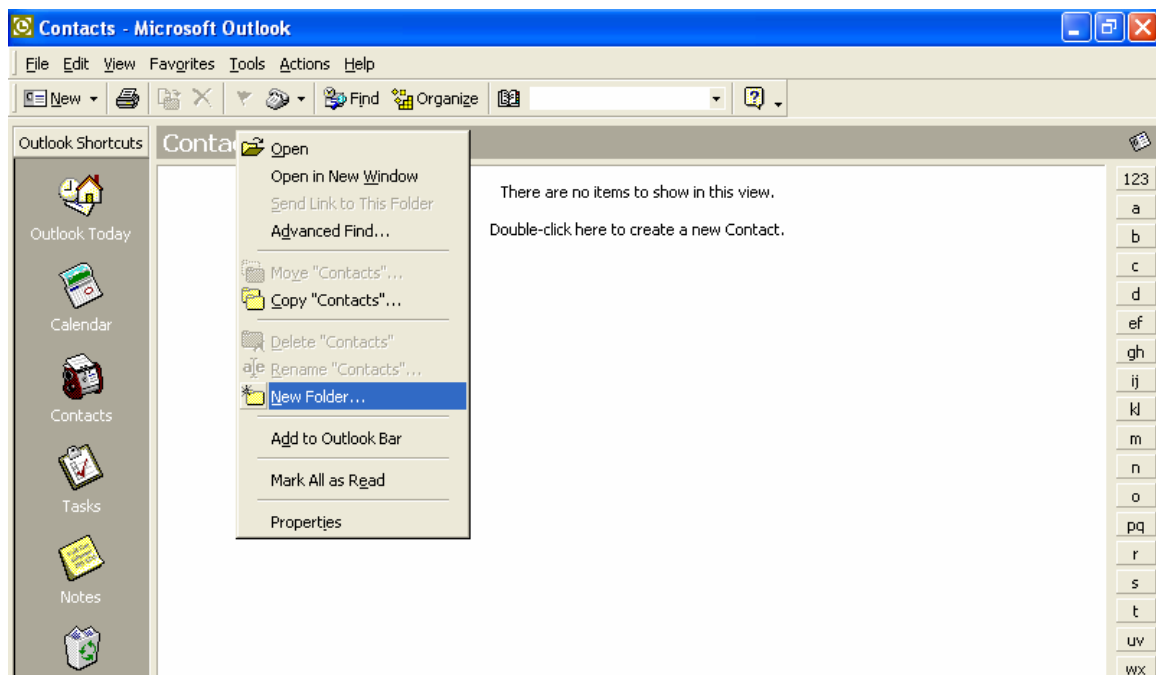
1. How to use MS Outlook

### TOPIC OUTLINE

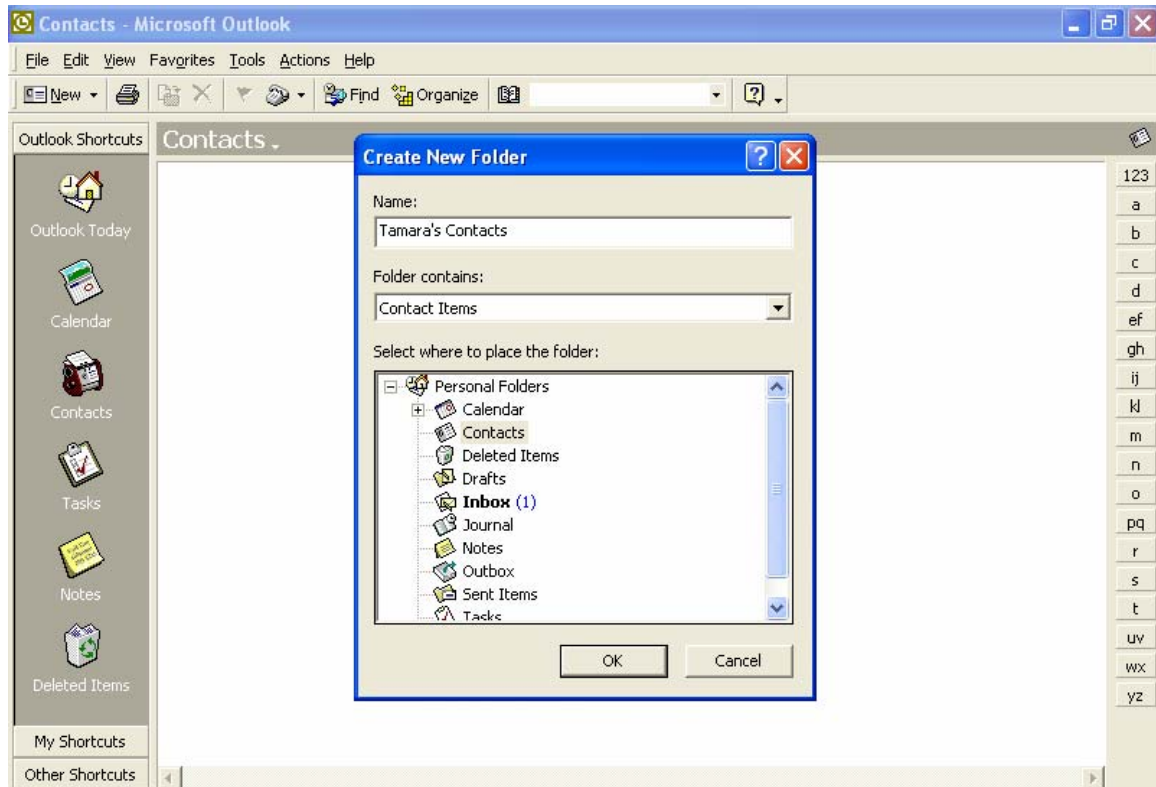
Enter Contacts

### NOTES

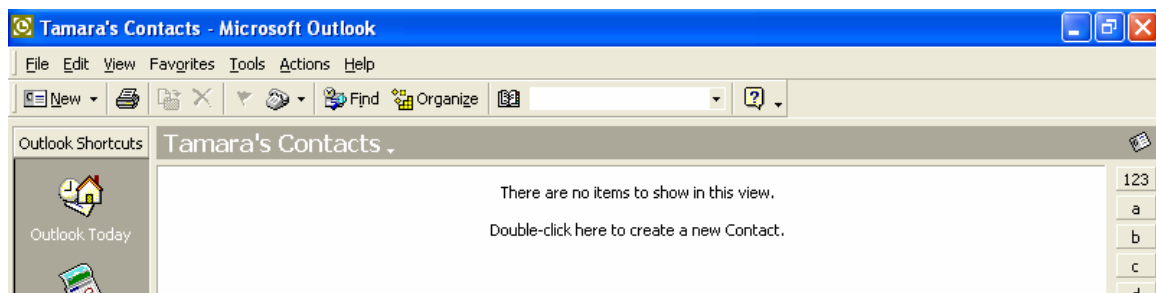
1. Click the Contacts shortcut on the outlook bar. When the Contacts folder opens, right click the folder Banner and then New Folder on the shortcut menu.



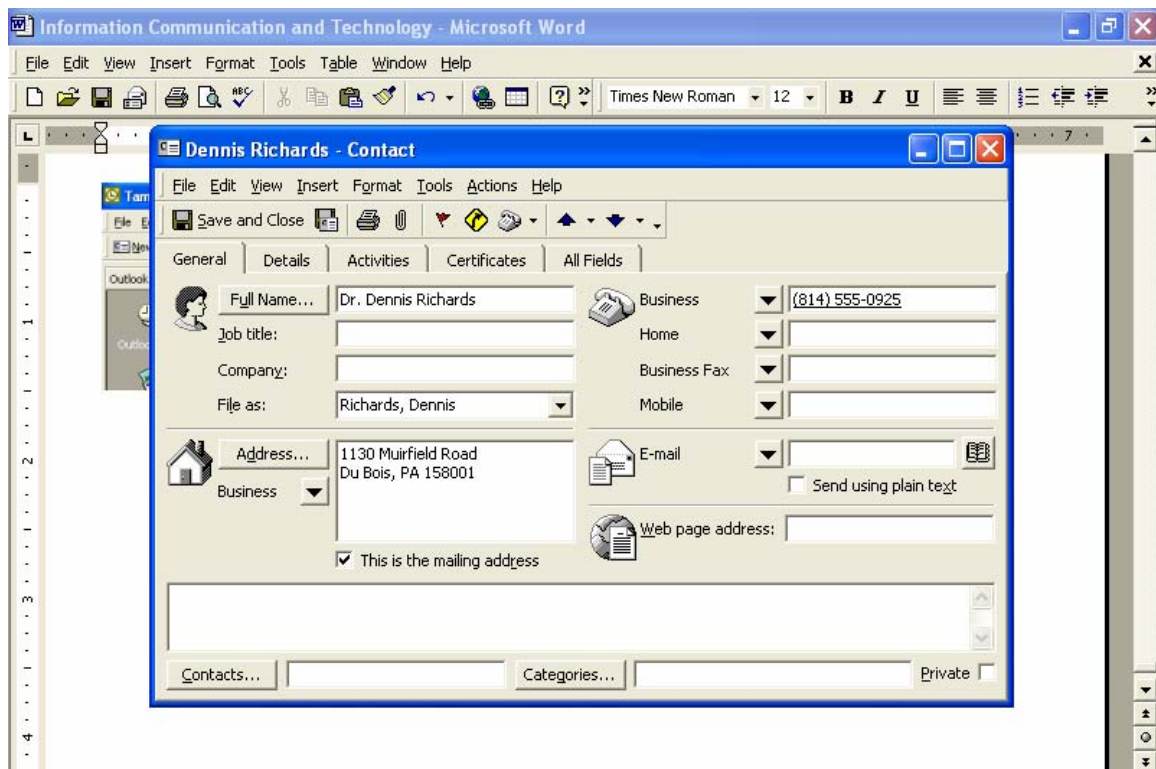
2. Type Tamara's contacts in the name text box and click OK.



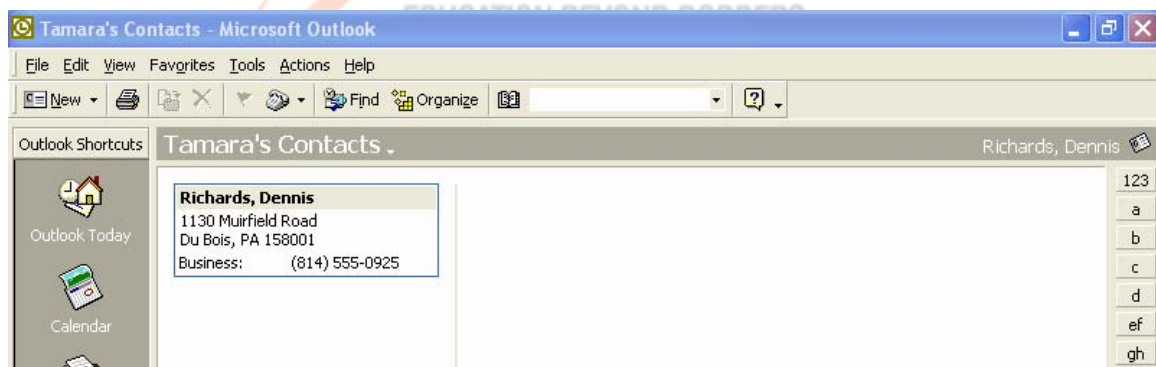
3. Double click on the Double there to create a new contact in the new contact area.



4. Type the following data.



5. Click the Save and Close button.



Type the following Contacts

Name	Address	Business Telephone
Dr. Margaret Bacher	301 Tyler street Garden City, PA 19063	(814) 555-4508
Dr. Peter Konstant	2110 Hinsdale Blvd Johnstown, PA 15901	(814) 555-1234