Course Length -- *1 Day*
Course Format ---*Instructor-Led*

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Microsoft® Outlook® 2013
Introduction

Course Description

Course Overview: Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the emails and meeting invitations sent among employees.

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's **People** workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks, and notes. You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Outlook 2013.

Target Student: This course is intended for people who have a basic understanding of Microsoft® Windows® and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 7 environment, and be able to use Windows 7 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Objectives

Upon successful completion of this course, students will be able to:
- Familiarize themselves with the Outlook interface.
- Compose email messages by using Outlook.
- Send and receive email messages using Outlook.
- Organize email messages into folders.
- Manage contacts and contact information.
- Schedule appointments using Outlook.

Course Content

Lesson 1: Getting Started With Outlook 2013
- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

Lesson 2: Composing Messages
- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

Course Content (continued on next page)

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Course Content (continued from previous page)

Lesson 3: Reading and Responding to Messages
- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses

Lesson 4: Managing Your Messages
- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

Lesson 5: Managing Your Calendar
- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

Lesson 6: Managing Your Contacts
- Create and Update Contacts
- View and Organize Contacts

Lesson 7: Working With Tasks and Notes
- Manage Tasks
- Manage Notes

Lesson 8: Customizing the Outlook Environment
- Customize the Outlook Interface
- Create and Manage Quick Steps

Common Keyboard Shortcuts