Microsoft® Office Outlook® 2013: Part 2

Duration: 1 Day
Method: Instructor-Led

*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Outlook®
2013 Exam 77-423*

Course Description

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 among employees. As email grew in popularity and use, most organizations found the need to implement a corporate mail management system such as Microsoft® Outlook® to handle the emails, meeting invitations, and other communications sent among employees.

In this course, you will explore the advanced features provided with the Outlook® interface, such as advanced message, calendar, and contacts management. You will use the **Tasks** and **Journal** workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook® data files to save and back up your important information.

This course is the second in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the advanced skills you may need to fully and efficiently use Outlook® 2013 to manage your communications and interactions with other people.

Target Student

This course is intended for people who have a basic understanding of Microsoft® Windows® and Microsoft® Office Outlook® 2013 and want or need to know how to perform more advanced tasks in Outlook®.

Prerequisites

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should have experience with the Windows®® 8 environment, and be able to use Windows® 8 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. Before starting this course, students should have completed one or more of the following courses or possess the equivalent knowledge:

- Using Microsoft® Windows® 8
- An introduction to PCs course
- Microsoft® Office Outlook® 2013: Part 1

Course Content

Lesson 1: Configure Advanced Message Options
- **Topic 1A**: Insert Advanced Characters and Objects
- **Topic 1B**: Modify Message Settings, Properties, and Options
- **Topic 1C**: Use Automatic Replies

Lesson 2: Advanced Message Management
- **Topic 2A**: Sort Messages
- **Topic 2B**: Filter Messages
- **Topic 2C**: Organize Messages
- **Topic 2D**: Search Messages
- **Topic 2E**: Manage Junk Mail
- **Topic 2F**: Manage Your Mailbox

Lesson 3: Advanced Calendar Management
- **Topic 3A**: Manage Advanced Calendar Options
- **Topic 3B**: Create Calendar Groups
- **Topic 3C**: Manage Meeting Responses

Lesson 4: Advanced Contact Management
- **Topic 4A**: Edit an Electronic Business Card
- **Topic 4B**: Manage Advanced Contacts Options
- **Topic 4C**: Forward Contacts
- **Topic 4D**: Export Contacts

Lesson 5: Managing Activities by Using Tasks and Journal Entries
- **Topic 5A**: Assign and Manage Tasks
- **Topic 5B**: Record and Modify Journal Entries

Lesson 6: Sharing Workspaces with Others
- **Topic 6A**: Delegate Access to Mail Folders
- **Topic 6B**: Share Your Calendar
- **Topic 6C**: Share Your Contacts

Lesson 7: Managing Outlook® Data Files
- **Topic 7A**: Back Up Outlook® Items
- **Topic 7B**: Change Data File Settings

Appendix A: Configuring Email Message Security Settings