Microsoft® Office Outlook® 2013: Part 1

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 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.

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 have comfortable with 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. Before starting this course, students should have completed one or more of the following courses or possess the equivalent knowledge:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8: Transition from Windows® 7

Course Content

Lesson 1: Getting Started With Outlook 2013
- **Topic 1A:** Navigate the Outlook Interface
- **Topic 1B:** Perform Basic Email Functions
- **Topic 1C:** Use Outlook Help

Lesson 2: Composing Messages
- **Topic 2A:** Create an Email Message
- **Topic 2B:** Check Spelling and Grammar
- **Topic 2C:** Format Message Content
- **Topic 2D:** Attach Files and Items
- **Topic 2E:** Enhance an Email Message
- **Topic 2F:** Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages
- **Topic 3A:** Customize Reading Options
- **Topic 3B:** Work with Attachments
- **Topic 3C:** Manage Your Message Responses

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

Lesson 5: Managing Your Calendar
- **Topic 5A:** View the Calendar
- **Topic 5B:** Manage Appointments
- **Topic 5C:** Manage Meetings
- **Topic 5D:** Print Your Calendar

Lesson 6: Managing Your Contacts
- **Topic 6A:** Create and Update Contacts
- **Topic 6B:** View and Organize Contacts

Lesson 7: Working With Tasks and Notes
- **Topic 7A:** Manage Tasks
- **Topic 7B:** Manage Notes

Lesson 8: Customizing the Outlook Environment
- **Topic 8A:** Customize the Outlook Interface
- **Topic 8B:** Create and Manage Quick Steps