



## Microsoft® Office Outlook® 2013: Part 1

**Course Length:** 1 day

Course Description

### **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.

### **Course Objectives:**

In this course, you will become familiar with the Outlook 2013 interface, and then use Outlook to manage your email communications, including composing, reading, and responding to emails; schedule appointments and meetings; manage contact information; schedule tasks and create notes; and customize the Outlook environment to suit your personal preferences.

You will:

- Perform basic functions in the Outlook 2013 interface.
- Compose email messages.
- Read and respond to email messages.
- Manage email messages.
- Manage your calendar.
- Manage your contacts.
- Work with tasks and notes.
- Customize the Outlook environment.

**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® 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 or Microsoft® Windows® 8: Transition from Windows 7*

**Course Content****Lesson 1: Getting Started With Outlook 2013**

**Topic A:** Navigate the Outlook Interface

**Topic B:** Perform Basic Email Functions

**Topic C:** Use Outlook Help

**Lesson 2: Composing Messages**

**Topic A:** Create an Email Message

**Topic B:** Check Spelling and Grammar

**Topic C:** Format Message Content

**Topic D:** Attach Files and Items

**Topic E:** Enhance an Email Message

**Topic F:** Manage Automatic Message Content

**Lesson 3: Reading and Responding to Messages**

**Topic A:** Customize Reading Options

**Topic B:** Work with Attachments

**Topic C:** Manage Your Message Responses

**Lesson 4: Managing Your Messages**

**Topic A:** Manage Messages Using Tags, Flags, and Commands

**Topic B:** Organize Messages Using Folders

**Lesson 5: Managing Your Calendar**

**Topic A:** View the Calendar

**Topic B:** Manage Appointments

**Topic C:** Manage Meetings

**Topic D:** Print Your Calendar



**Lesson 6: Managing Your Contacts**

**Topic A:** Create and Update Contacts

**Topic B:** View and Organize Contacts

**Lesson 7: Working With Tasks and Notes**

**Topic A:** Manage Tasks

**Topic B:** Manage Notes

**Lesson 8: Customizing the Outlook Environment**

**Topic A:** Customize the Outlook Interface

**Topic B:** Create and Manage Quick Steps

**Appendix A: Microsoft Office Outlook 2013 Exam 77-423**

**Appendix B: Microsoft Outlook 2013 Common Keyboard Shortcuts**