

Microsoft Office Outlook 2013: Part 1

Course Overview

This course provides students with the knowledge and skills to utilize Microsoft Outlook 2013 to manage all aspects of email communications.

<u>Course Introduction</u>	2m
Course Introduction	
<u>Lesson 01 - Getting Started With Outlook 2013</u>	45m
Topic A: Navigate the Outlook Interface	
Email Addresses	
Components of the Outlook Interface	
Components of the Ribbon	
The Backstage View	
The Backstage View for an Email	
The Mail Workspace	
Read and Unread Messages	
The Calendar Workspace	
The People Workspace	
Additional Outlook Tools	
Peeks	
Demo 1-1: Exploring the Outlook 2013 Interface	
Topic B: Perform Basic Email Functions	
The Message Form	
Message Form Tabs	
Message Response Options	
Demo 1-2: Creating and Sending an Email	
Inline Replies	
Demo 1-3: Reading and Responding to Emails	
Print Options	
Demo 1-4: Printing an Email Message	
The Deleted Items Folder	
Demo 1-5: Deleting Email Messages	
Topic C: Use Outlook Help	
Outlook Help	
Outlook Help Toolbar Buttons	
Demo 1-6: Exploring Outlook Help	
Lesson 01 Review	
<u>Lesson 02 - Composing Messages</u>	49m
Topic A: Create an Email Message	
The Address Book	
Global Address List	
MailTips	

Demo 2-1: Creating a New Email Message
Topic B: Check Spelling and Grammar
Automatic Spell Check
The Spelling and Grammar Dialog Box
Components of the Spelling and Grammar Dialog Box
Demo 2-2: Checking Spelling and Grammar in a Message
Topic C: Format Message Content
Live Preview
The Mini Toolbar
Demo 2-3: Formatting Message Content
Topic D: Attach Files and Items
The Paperclip Icon
Attachments in HTML or Plain Text Messages and Rich Text Messages
Outlook Items as Attachments
Attachment Reminder
Demo 2-4: Attaching a File to a Message
Topic E: Enhance an Email Message
The Illustrations Command Group
SmartArt
The Screenshot Tool
Text Commands
WordArt
Contextual Tabs
Contextual Tool Tabs
The Background Removal Tool
Galleries
Demo 2-5: Enhancing an Email Message with an Image
Styles
Themes
Demo 2-6: Enhancing an Email Message with SmartArt and Themes
Topic F: Manage Automatic Message Content
Stationery and Themes
Font Options
Demo 2-7: Specifying Font Options
Signatures
Demo 2-8: Creating and Applying an Email Signature
Lesson 02 Review

Lesson 03 - Reading and Responding to Messages

18m

Topic A: Customize Reading Options
Desktop Alerts
Pane Views
Message Preview
Conversations
Demo 3-1: Customizing Your Reading Options
Topic B: Work with Attachments
Attachment Preview
Demo 3-2: Working with Attachments
Topic C: Manage Your Message Responses
The InfoBar

Voting and Tracking Options
Voting Options in an Email
A Delivery Receipt
A Read Receipt
Demo 3-3: Using Tracking Options
A Read Receipt (Cont.)
The Recall Option
Demo 3-4: Recalling a Sent Message
Lesson 03 Review

Lesson 04 - Managing Your Messages

15m

Topic A: Manage Messages Using Tags, Flags, and Commands
Mark as Unread/Read
Color Categories
Demo 4-1: Using Tags to Manage Messages
Flag for Follow-Up
Demo 4-2: Using Flags to Manage Messages
The Ignore Conversation Command
Clean Up Commands
Demo 4-3: Using Commands to Manage Messages
Topic B: Organize Messages Using Folders
Default Email Folders
Email Folders on the Server
Demo 4-4: Organizing Messages Using Folders
Lesson 04 Review

Lesson 05 - Managing Your Calendar

30m

Topic A: View the Calendar
Calendar Grid Arrangement Options
The Weather Bar
The Daily Task List
Calendar Layout Options
Demo 5-1: Customizing Your Calendar View
Topic B: Manage Appointments
The Appointment Form
Reminders
Show As Options
The Private Option
Demo 5-2: Creating an Appointment
Topic C: Manage Meetings
The Meeting Form
The Room Finder Pane
The Scheduling Assistant
Share Meeting Notes Using OneNote
Demo 5-3: Responding to a Meeting Request
Demo 5-4: Proposing a New Time for a Meeting
Demo 5-5: Creating a Recurring Meeting Request
Topic D: Print Your Calendar
Demo 5-6: Printing Your Calendar
Lesson 05 Review

Lesson 06 - Managing Your Contacts

10m

Topic A: Create and Update Contacts

The People Hub

The Contact Form

Demo 6-1: Creating and Updating Contacts

Topic B: View and Organize Contacts

Contact Views

The Find Tool

Demo 6-2: Viewing and Organizing Your Contacts

Demo 6-3: Printing Your Contacts

Lesson 06 Review

Lesson 07 - Working With Tasks and Notes

10m

Topic A: Manage Tasks

The Tasks Workspace

The Task Form

Task Views

Demo 7-1: Managing Tasks

Topic B: Manage Notes

The Notes Workspace

Note Views

Demo 7-2: Managing Notes

Lesson 07 Review

Lesson 08 - Customizing the Outlook Environment

11m

Topic A: Customize the Outlook Interface

Demo 8-1: Customizing the Outlook Interface

Topic B: Create and Manage Quick Steps

Quick Steps

The Manage Quick Steps Dialog Box

Demo 8-2: Creating and Managing Quick Steps

Lesson 08 Review

Course Closure

Total Duration: 3h 11m