Course Outline

Course Objective: In this course, you will use Outlook 2013 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.

Target Student: This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® 2013 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

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.

Course Content

1. **Getting Started With Outlook 2013**
   - ➤ Navigate the Outlook Interface
   - ➤ Perform Basic Email Functions
   - ➤ Use Outlook Help

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

3. **Reading and Responding to Messages**
   - ➤ Customize Reading Options
   - ➤ Work with Attachments
   - ➤ Manage Your Message Responses

4. **Managing Your Messages**
   - ➤ Manage Messages Using Tags, Flags, and Commands
   - ➤ Organize Messages Using Folders

5. **Managing Your Calendar**
   - ➤ View the Calendar
   - ➤ Manage Appointments
   - ➤ Manage Meetings
   - ➤ Print Your Calendar

6. **Managing Your Contacts**
   - ➤ Create and Update Contacts
   - ➤ View and Organize Contacts

7. **Working With Tasks and Notes**
   - ➤ Manage Tasks
   - ➤ Manage Notes

8. **Customizing the Outlook Environment**
   - ➤ Customize the Outlook Interface
   - ➤ Create and Manage Quick Steps