

Microsoft Office Outlook 2013 Online Training



Course Outline

Outlook 2013: Level 1

Lesson 01 - Getting Started With Outlook 2013

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

Lesson 02 - Composing Messages

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

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

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

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

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

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

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

Outlook 2013: Level 2

Lesson 01 - Configure Advanced Message Options

Topic A: Insert Advanced Characters and Objects
 Hyperlinks
 WordArt
 Equations
 Symbols
 Tables
 Charts
 Chart Types
 Quick Parts
 Demo 1-1: Inserting Advanced Characters and Objects in an Email
 Topic B: Modify Message Settings, Properties, and Options
 Importance Levels
 Sensitivity Levels
 The From Option
 Delivery Options
 Language Options
 Advanced Options
 Demo 1-2: Modifying Message Settings, Properties, and Options
 Topic C: Use Automatic Replies
 The Automatic Replies Dialog Box
 Automatic Reply Rules
 Demo 1-3: Using an Automatic Reply
 Lesson 01 Review

Lesson 02 - Advanced Message Management

Topic A: Sort Messages
 The Sort Dialog Box
 Demo 2-1: Sorting Your Messages
 Topic B: Filter Messages
 The Filter Dialog Box
 Demo 2-2: Filtering Your Messages
 Topic C: Organize Messages
 Default Conditional Formatting Rules
 The Rules Wizard
 Demo 2-3: Organizing Your Messages
 Topic D: Search Messages
 The SEARCH TOOLS Contextual Tab
 The Advanced Find Dialog Box
 Demo 2-4: Searching Your Messages
 Search Folders
 Custom Search Folders
 Demo 2-5: Using Search Folders
 Topic E: Manage Junk Mail
 Safe Senders List
 Blocked Senders List
 Demo 2-6: Managing Junk Mail
 Topic F: Manage Your Mailbox
 Cleanup Tools
 Demo 2-7: Managing Your Mailbox
 Lesson 02 Review

Lesson 03 - Advanced Calendar Management

Topic A: Manage Advanced Calendar Options
 Work Time Options
 Calendar Options
 Display Options

Time Zone Options
 Demo 3-1: Managing Advanced Calendar Display Options
 Topic B: Create Calendar Groups
 Demo 3-2: Managing Multiple Calendars
 Topic C: Manage Meeting Responses
 The Tracking Command
 Demo 3-3: Managing Meeting Responses
 Lesson 03 Review

Lesson 04 - Advanced Contact Management

Topic A: Edit an Electronic Business Card
 The Edit Business Card Dialog Box
 Demo 4-1: Editing an Electronic Business Card
 Topic B: Manage Advanced Contacts Options
 People Options
 The Outlook Social Connector
 Demo 4-2: Working with a Contact Group
 Topic C: Forward Contacts
 Formats to Forward a Contact
 Demo 4-3: Forwarding Contacts
 Topic D: Export Contacts
 The Export Option
 Demo 4-4: Exporting Your Contacts
 Lesson 04 Review

Lesson 05 - Managing Activities by Using Tasks and Journal Entries

Topic A: Assign and Manage Tasks
 The Task Request Form
 Demo 5-1: Assigning a Task
 Task Reply Options
 Demo 5-2: Replying to a Task Request
 Task Details
 Status Reports
 Task Options
 Demo 5-3: Managing a Task Assigned to You
 Topic B: Record and Modify Journal Entries
 The Journal
 The Journal Entry Form
 Journal Views
 Demo 5-4: Managing Journal Entries
 Lesson 05 Review

Lesson 06 - Sharing Workspaces with Others

Topic A: Delegate Access to Mail Folders
 Permission Roles
 Demo 6-1: Delegating Folder Access by Using Folder Permissions
 Topic B: Share Your Calendar
 Share Calendar Options
 Demo 6-2: Sharing Your Calendar with Another User
 Topic C: Share Your Contacts
 Share Contacts Command
 View Shared Contacts
 Demo 6-3: Sharing Your Contacts with Another User
 Lesson 06 Review

Lesson 07 - Managing Outlook Data Files

Topic A: Back Up Outlook Items

Demo 7-1: Creating a Data File

Topic B: Change Data File Settings

Data File Settings

Demo 7-2: Changing Data File Settings

Lesson 07 Review

Course Closure