

DURATION: 1 day

CODE: SOL\OU\SD13

COURSE OBJECTIVE

By the end of this overview, participants are able to:

- Send and receive email
- Create plain text and rich text
- Sort and organize your emails using folders
- Add attachments
- Format text within emails
- Formatting techniques to create newsletters in the body of an email!
- Add contacts and manage them with address books
- Use the calendar to set appointments, meetings, and events
- Set reminders for meetings, tasks, and other things that need your attention
- Share calendars and tasks
- Organize Tasks and Activities with Microsoft Outlook 2013

WHO SHOULD ATTEND

- This training is intended for any business end-user regardless of primary job role, to include Information Workers, and any others.

PRE-REQUISITES

- Have a basic knowledge for working with Personal Computers in operation system of Microsoft Windows.

Microsoft Office Outlook 2013

INTRODUCTION

Microsoft Outlook 2013 is the email client and personal information organizer that comes with the Microsoft Office 2013. Outlook 2013 is used by businesses and home users alike to check, sort, and organize emails. However, that is only the start of what you can do with Outlook. You can also set and delegate tasks, schedule meetings and appointments, add contacts, and much more.

COURSE OUTLINE

Introduction Outlook 2013

- What's New in Microsoft Outlook 2013?
- Viewing Mail With the Reading Pane
- Working in The Mail Folder
- Folder Pane
- People Pane

Working with Message in Outlook 2013

- Sending E-Mail
- Receiving and Reading E-Mail
- Replying to a Message
- Sending or Receiving a File
- Formatting E-Mail Messages
- Managing Messages with Quick Steps

Organizing with Outlook 2013

- Schedule an Appointment
- Sharing Calendars
- Create Additional Calendars
- Scheduling a Meeting
- Managing Your Contacts
- Add Reminders to a Task
- Assigning Tasks
- Tacking Up Notes

Customizing Outlook 2013

- Assign a Color Category to an Email Message
- Managing Your Categories
- Setting Message Options
- Searching for Outlook Items
- Printing Outlook Items
- Attaching Items to a Message
- Using Themes and Email Stationary
- Adding a Signature
- Recalling a Message

Maintaining Outlook 2013

- Manage Email Messages by Using Rules
- Automatically Reply to Email Messages
- Archiving Outlook Items