

Microsoft Outlook 2016/2013

Level 1

Course Overview

In this course, you will learn the essentials of Microsoft Outlook 2013 to manage your electronic mail, appointments, meetings, contacts, and notes. You will learn how to send and receive email messages. You will learn how to spell check your messages, mark them important, and attach files to them. You will also learn how to automatically notify senders when you are out of the office. You will learn how to create electronic business cards called Contacts. You will also learn how to create Contact Groups to easily send messages to groups of people. You will learn how to schedule appointments for yourself and invite people to meetings. You will also learn to share your calendar with coworkers. Additionally, you will learn how to create electronic "sticky notes." Finally, you will learn how to view and retrieve deleted items. Prerequisite Course: Microsoft Windows Level 1 or equivalent experience.

Outlook Course Series:



Course Topics

Exploring Outlook

- Exploring the Outlook Ribbon
- Exploring Backstage View
- The Navigation Bar and Folder Pane
- Using the Peek Views
- Showing and Hiding Outlook Elements

Sending and Receiving Email Messages

- Creating and Addressing a Message
- Checking Spelling and Sending a Message
- Reading a Message
- Replying to and Forwarding Messages
- Setting High or Low Importance
- Printing a Message
- Deleting a Message
- Working with Attached Files
- Viewing Messages You Have Sent
- Setting Automatic Replies

Working with Contact People

- Creating a Contact
- Changing Views
- Finding and Editing Contacts
- Sending a Message to a Contact
- Sending a Message to Multiple Contacts
- Sending and Receiving a Contact
- Deleting a Contact

Creating Contact Groups

- Creating a Contact Group
- Sending a Message to a Contact Group
- Removing People from a Contact Group

Scheduling Appointments on Your Calendar

- Viewing Your Calendar
- Scheduling Appointments
- Modifying Appointments
- Creating an All Day Event
- Scheduling a Recurring Appointment
- Deleting Appointments

Scheduling Meetings with Coworkers

- Schedule a Meeting
- Responding to a Meeting Request
- Rescheduling a Meeting
- Cancelling a Meeting
- Removing Yourself from a Meeting

Sharing Calendars with Coworkers

- Making Appointments Private
- Sharing Your Calendar
- Receiving a Shared Calendar Notification
- Viewing a Coworker's Calendar
- Customizing Calendar Permissions

--Continued on the next page

Viewing Calendars

- Changing Calendar Views
- Reducing and Enlarging a Calendar
- Using Multiple Calendars in Schedule View
- Overlaying Calendars
- Creating and Deleting a Calendar Group
- Using the Weather Bar

Using Notes

- Exploring Notes
- Creating and Resizing a Note
- Categorizing and Printing a Note

Handling Deleted Items

- Viewing Deleted Items
- Retrieving a Deleted Item
- Emptying the Deleted Items Folder