

Microsoft Outlook 2013 -2

Modality: On Demand

Duration: 1 Hour

About the course:

This online training series will teach you regarding new features of MS Outlook 2013 that will allow you to make your time more productive. Students will explore how to check for updates on social networking without really leaving Outlook as well as checking out the current weather forecast. Students will also gain knowledge about other elements of Outlook, such as contacts, tasks, calendars and schedules, lists of to-do, notes, and how to print attachments and messages.

Course Objective:

- How to configure an interface
- Understanding of email window
- How to manage the inbox
- How to use the calendar
- Understanding of contacts and task list
- How to add an account
- Search for mail
- Use receipts and priority
- How to change and customize mail signature
- Understanding of calendar and calendar options
- Understanding of advanced options

Audience:

Anyone who wants to enhance his skill and knowledge of MS Outlook 2013.

Prerequisites:

There is no prerequisite needed for this online training course

Course Outline:

Module 1: Outlook Introduction

- 1.1 Introduction To Outlook
- 1.2 Understanding Email Setting Outlook
- 1.3 Configuring Interface Part 1
- 1.4 Configuring Interface Part 2
- 1.5 Email Window Part 1

- 1.6 Email Window Part 2
- 1.7 Managing The Inbox
- 1.8 Using The Calendar Part 1
- 1.9 Using The Calendar Part 2
- 1.10 Contacts Part 1
- 1.11 Contacts Part 2
- 1.12 Task List

Module 2: Outlook Intermediate

- 2.1 Adding An Account From Scratch
- 2.2 Multiple Email Accounts In One Window
- 2.3 Searching For Mail
- 2.4 Managing The Folders Views In Inbox
- 2.5 Using Priority And Receipts
- 2.6 Calendars
- 2.7 Contacts Part 1
- 2.8 Contacts Part 2

Module 3: Outlook Advanced

- 3.1 Mail Part 1 AutoReply Replies
- 3.2 Mail Part 2 Signatures
- 3.3 Views And Option Part 1
- 3.4 Views And Options Part 2
- 3.5 Calendar Part 1
- 3.6 Calendar Part 2
- 3.7 Calendar Options
- 3.8 Contacts
- 3.9 Contacts Options
- 3.10 Advanced Options Part 1
- 3.11 Advanced Options Part 2