

Microsoft Outlook Web App 2013

Modality: Self-Paced Learning

Duration: 1 Hour

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

Outlook Web App Mail delivers a full featured Web email experience, which allows you to work and collaborate more effectively. In this online training series, learn how to create mail messages, format message text, add and view attachments, set message options, and work with folders. Outlook Web App 2013 delivers a great Web-based solution to make you more productive and organized.

Course Outline:

Getting Started

- What you'll learn in this training
- Accessing the Outlook Web App
- Navigating the Outlook Web App
- Introducing Mail
- Introducing Calendar
- Introducing People
- Introducing Tasks

Mail Basics

- Creating a new mail message
- Adding recipients to a mail message
- Formatting message text
- Sending mail messages
- Viewing mail messages
- Replying to a message
- Forwarding a message
- Creating/opening a message draft
- Using apps in Outlook Web App
- Following conversations
- Ignoring conversations
- Changing the conversations display
- Deleting a message
- Changing the message list display

- Changing the reading pane display

Working with Attachments

- Attaching a file to a message
- Adding a picture to a message
- Dragging and dropping file attachments
- Attaching a message to a message
- Removing an attachment
- Viewing/editing an attachment

Message Options

- Setting the message importance
- Setting the message sensitivity
- Requesting a delivery or read receipt
- Creating a signature
- Adding a signature
- Adding flags and reminders
- Applying a category
- Managing categories
- Marking a message as unread

Working with Folders

- Reviewing the folder list
- Creating a new folder
- Moving/copying a message to a folder
- Adding/removing a favorites folder
- Moving folder
- Arranging favorites folders
- Renaming folders
- Emptying folders
- Deleting folders

Knowledge Assessments

- Getting Started
- Mail Basics

- Working with Attachments
- Message Options
- Working with Folders