Microsoft Outlook Web App 2013

Modality: On Demand

Duration: 1 Hour

About the course:

MS Outlook Web Application offers a complete-featured Web email experience that enables you to work more efficiently and collaborate. In this online training program, students will explore the techniques to format text messages, work with folders, create mail messages, set Message options, and view and add attachments. MS Outlook Web Application 2013 provides a great solution based on the Internet to make you more efficient and coordinated.

Course Objective:

· Access and navigate the MS Outlook Web App

· Understanding of mail, calendar, people, and tasks

· How to create a new mail message

· Format message text

· Add recipients to a mail message

· Send and view mail messages

· Forward a message

· Reply to a message

· Open and create a message draft

· Follow or ignore conversations

· Use applications in MS Outlook Web App

· Delete message

· Change the conversations display, message list display, and reading pane display

· How to attach a file to a message

· How to add a picture to a message

· Drag and drop file attachment

· How to view, edit, or remove an attachment

· Understanding of message options like message importance, message sensitivity, signature, flags, and reminders, etc.

· Understanding to work with folders

Audience:

Anyone who wants to learn about MS Outlook Web App 2013.

Prerequisites:

This online training program required no prerequisites.

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