

## **Outlook 2013 Beginner**

**Modality: Self-Paced Learning**

**Duration: 3 Hours**

**SUBSCRIPTION: Learn, Master, Master Plus**

Outlook is the world's most popular business email and scheduling software. It has the ability to oversee your schedule, retain your contacts, and help keep your tasks on track. Advanced users will delve deeper into the configuration of Outlook and how to connect it with other programs such as Word and other data share options.

### **Course Outline:**

Using Email, Contacts, and Tasks

- The New Ribbon
- The Navigation Bar
- Peeking
- Normal vs. Reading Views
- Sending and Viewing Email
- Reading Pane
- Conversation View
- Flag For Follow-up
- To-Do Bar
- Flag Options
- Categories
- Print Messages
- Delete Messages
- Your People List
- Favorites
- Send A Personal Email
- Contact Group
- Tasks

Using the Calendar, Managing and Organizing Information

- Navigate
- Create an Appointment
- Add a 2nd Time Zone
- Schedule View
- Recurring Appointments

- Add a Reminder
- Open Someone's Calendar
- Schedule a Meeting
- Respond to Meetings
- Customize the Calendar
- Show Your Local Weather
- Create a Folder
- Search
- Search Folders
- Notes