Outlook 2013 Beginner

Modality: On Demand

Duration: 3 Hours

About this course:

The outlook is the most widely used corporate email and scheduling software in the entire world. It can manage your schedule, assist to maintain your tasks on track, and keep your contacts. In this course, candidates will explore how to configure Outlook and learn ways to link it with different programs like Word and other data share tools.

This beginner-level course offers a fundamental understanding and knowledge regarding Outlook 2013. The course is designed to provide students full navigation with Outlook 2013, message options, contact groups, calendars, and flag options and many other things.

The outlook is the most widely used corporate email and scheduling software in the entire world. It can manage your schedule, assist to maintain your tasks on track, and keep your contacts. In this course, the learner will understand how to use outlook's full potential, and provide the understanding and knowledge of the options of this tools. The candidate will learn powerful features of Outlook as a computerized coordinator to automate overall activities, work together with others, share and personalize the program to meet the requirements.

Target Audience

This course is intended for a person who is seeking to obtain fundamental knowledge and understanding of Outlook 2013. Any individual who needs to become well organized at work or at home can take advantage of this course.

Prerequisites

There is no prerequisite to appear in this course.

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