



Microsoft® Office Outlook® 2013: Part 1

Course Specifications

Course Number:

091043

Course Length:

1 day

Course Description

Overview:

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the emails and meeting invitations sent among employees. In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's **People** workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks, and notes. You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Outlook 2013.

Course Objectives:

In this course, you will become familiar with the Outlook 2013 interface, and then use Outlook to manage your email communications, including composing, reading, and responding to emails;

schedule appointments and meetings; manage contact information; schedule tasks and create notes; and customize the Outlook environment to suit your personal preferences.

You will:

- Perform basic functions in the Outlook 2013 interface.
- Compose email messages.
- Read and respond to email messages.
- Manage email messages.
- Manage your calendar.
- Manage your contacts.
- Work with tasks and notes.
- Customize the Outlook environment.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed one or more of the following courses or possess the equivalent knowledge:

- *Using Microsoft® Windows® 8*
- *Microsoft® Windows® 8: Transition from Windows 7*

Course-specific Technical Requirements

Hardware

Software

For this course, you will need one computer serving as the Active Directory Domain Controller and the Exchange Server, and enough classroom computers for the instructor and each student.

The machine running Windows Server® 2010 Enterprise Edition and Exchange Server should have the following minimum hardware configurations:

- An x64 architecture-based computer with Intel processor that supports Intel Extended Memory 64 Technology (Intel EM64T) or AMD processor that supports the AMD64 platform.
- A minimum of 4 GB of RAM per server plus 5 MB of RAM recommended for each mailbox.
- Disk partitions formatted as NTFS file systems.
- At least 30 GB of disk space for installation.
- An additional 500 MB of available disk space for each Unified Messaging (UM) language pack that you plan to install.

- 200 MB of available disk space on the system drive.
- A DVD-ROM drive, local or network accessible.
- A 1024 x 768 resolution or higher monitor.
- A keyboard and mouse, or other pointing device.
- Paging file size should be equal to the amount of RAM on the server plus 10 MB.

Classroom computers (instructor and student) should have the following minimum hardware configurations:

- 1 GHz Pentium®-class processor or faster.
- A minimum of 1 GB of RAM is recommended.
- 10 GB of hard disk or larger. You should have at least 1 GB of free hard disk space available for Office installation.
- A DVD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- A projection system to display the instructor's computer screen.

Software requirements for the Active Directory Domain Controller and Exchange Server machine:

- Microsoft® Windows Server® 2008 Standard or Enterprise Edition x64 bit or Windows Server 2008 R2 Standard or Enterprise x64 bit with Service Pack 1
- Microsoft® Exchange Server 2010 with Service Pack 1
- Microsoft® Active Directory®

Prerequisites for Microsoft Exchange Server 2010 include Microsoft .NET Framework 3.5 SP1, Windows PowerShell™ v2.0 (KB-968930), and Office System Converter 2007: Microsoft Filter pack. If these prerequisites are not already installed, the Exchange Server 2010 set up process will prompt and provide links to the installation locations; Internet access is required if the prerequisites are not already installed or available on a local network.

Software requirements for the classroom computers:

- Microsoft® Office 2013 Professional Plus
- Microsoft® Windows® 8 Professional This course was developed using Windows 8 Professional. If you use an older version of Windows such as Windows 7, Windows XP or Windows Vista®, you might notice some slight differences when keying this course.

Course Content

Lesson 1: Getting Started With Outlook 2013

Topic A: Navigate the Outlook Interface

Topic B: Perform Basic Email Functions

Topic C: Use Outlook Help

Lesson 2: Composing Messages

Topic A: Create an Email Message

Topic B: Check Spelling and Grammar

Topic C: Format Message Content

Topic D: Attach Files and Items

Topic E: Enhance an Email Message

Topic F: Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages

Topic A: Customize Reading Options

Topic B: Work with Attachments

Topic C: Manage Your Message Responses

Lesson 4: Managing Your Messages

Topic A: Manage Messages Using Tags, Flags, and Commands

Topic B: Organize Messages Using Folders

Lesson 5: Managing Your Calendar

Topic A: View the Calendar

Topic B: Manage Appointments

Topic C: Manage Meetings

Topic D: Print Your Calendar

Lesson 6: Managing Your Contacts

Topic A: Create and Update Contacts

Topic B: View and Organize Contacts

Lesson 7: Working With Tasks and Notes

Topic A: Manage Tasks

Topic B: Manage Notes

Lesson 8: Customizing the Outlook Environment

Topic A: Customize the Outlook Interface

Topic B: Create and Manage Quick Steps

Appendix A: Microsoft Office Outlook 2013 Exam 77-423

Appendix B: Microsoft Outlook 2013 Common Keyboard Shortcuts