



**Course:**

## **Microsoft Outlook 2013: Basic**

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**Duration:** 1 day

**Description:**

This ILT Series course covers the basic functions and features of Outlook 2013. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods. Then they will learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

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**Unit 1: Getting started**

Topic A: The program window (Outlook Environment)

Topic B: Working with Outlook Today

**Unit 2: Email basics**

Topic A: Reading messages

Topic B: Creating and sending messages

Topic C: Working with messages

Topic D: Handling attachments

Topic E: Printing messages and attachments

**Unit 3: Email management**

Topic A: Setting message options

Topic B: Organizing the Inbox folder

**Unit 4: Contacts**

Topic A: Working with contacts

Topic B: Address books

Topic C: Using contact groups

**Unit 5: Tasks and note**

Topic A: Working with tasks

Topic B: Managing tasks

Topic C: Working with note

**Unit 6: Appointments and events**

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Working with events

Topic D: Using Calendar Views



**Unit 7: Meeting requests and responses**

Topic A: Scheduling meetings

Topic B: Managing meetings

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