OUTLOOK 2013
Beginner level

OBJECTIVES

At the end of the course, the participant will be able to use the email function, send and receive messages, manage Office documents and various components, Outlook messaging features, contacts and the calendar.

TARGET CLIENTELE
Everyone

PREREQUISITES
Knowledge of Windows

COURSE SYLLABUS

1. Basic Concepts
- Getting acquainted with the network
- Start Outlook 2013
- Discover the Outlook 201 screen3
- Customize the Ribbon
- Customize the Quick Access toolbar
- Import/export customizations
- Use the "backstage"
- Using the help function
- Exit Outlook

2. Mail
- Discover the Inbox
- The navigation pane of the element Mail
- Identify the Navigation Pane groups
- Create a new message
- Manage email
- View a preview of messages in the message list
- Use commands in the list of messages for quick action

- Use attachments
- Working with displays
- Print messages

3. Contacts
- Discover the contact window
- Create a new contact form
- Manage contact list
- Create a Lipersonal distribution Ste
- Change the display of the contact
- View all information from your contacts in one place
- Print contacts

4. The Files
- Create folders
- Manage the files

5. The Calendar
- Open Calendar window
- Manage appointments
- Manage periodical appointment
- Use different displays
- Organize meetings
- Using the Scheduler
- Print calendar
- Change the calendar settings

6. Tasks
- Discover the task management screen
- Manage tasks
- Manage periodical tasks
- Divide tasks
- Change the task view
- Process the reminder window
- Print tasks

7. Other

- Change message format
- Manage address books
- Change thes desktop alert settings
- Make a private item
- Create different types of files
- Display the weather in the calendar