

## Microsoft Outlook 2013 - Introduction

### General Description

Introduces the essential components of Outlook including email management, calendar operations, recording contact details and task administration.

### Learning Outcomes

- Understand how email works, the benefits of email and email etiquette
- Navigate the Ribbon, Quick Access Toolbar and main Outlook components
- Create and send email messages, add attachments and use an AutoSignature
- Access received email messages, adjust the message view and reply to messages
- Insert, preview, open and save file attachments
- Flag received messages for follow-up, send a message with a flag and remove a message flag
- Mark messages as junk mail, mark messages as safe and delete junk email
- Navigate the calendar, create a new calendar and share calendars
- Enter contact details, insert a contact picture and delete unwanted contacts
- Create, manage, print and delete tasks

### Duration

One Day

### Prerequisite

Basic understanding of the Microsoft Windows operating system

### Topics

Email Concepts

Getting Started with Outlook

Sending Email

Receiving Email

Working with Attachments

Flagging Messages

Junk Email

Working with the Calendar

People (Contacts)

Tasks