# Microsoft Outlook 2013 – Basic to Intermediate

**Course Code:** ASKKB3

**Course Duration:** 1 day (8 hours), 9:00am - 5:00pm

**Course Fee:** $267.50 (Inc. GST) per participant, SDF grant entitled.

**Course Dates:** Refer to http://asktraining.com.sg/calendar

## Course Outline

### *Program Fundamentals*
- Starting Outlook 2013
- Understanding the Outlook 2013 Program Screen
- Understanding Items & the Message Window
- Giving Commands in Outlook
- Using Command Shortcuts
- Using the Navigation Bar & Reading Pane
- Using the To-Do Bar & Using Help

### *Composing and Sending Email*
- Composing and Sending an Email Message
- Specifying Message Options
- Formatting Text
- Checking your Spelling
- Working with Hyperlinks
- Attaching a File to a Message

### *Receiving Email*
- Receive, Read, Reply, Forward & Delete a Message
- Using the Inline Feature & Opening an Attachment
- Flagging a Message for Follow-up
- Using Color Categories
- View and Manage a Conversations
- Sorting Messages
- Changing Views
- Printing a Message

### *More Email Features*
- Saving Unfinished Messages (Drafts)
- Recalling & Resending a Message
- Using the Out of Office Assistant
- Delaying Sending a Message
- Using Quick Steps
- Inserting a Signature
- Using Stationery and Themes
- Changing Message Format
- Dealing with Junk Email
- Add Address to the Safe & Blocked Senders List
- Changing Outlook's Security Settings
- Inserting Screenshots

### *Working with Contacts*
- Introduction to the Address Book
- Adding a Contact and from an Email
- Edit, Delete, View and Sort Contacts
- Mapping a Contact's Address
- Working in a Contact Window
- Finding and Organizing Contacts
- Creating a Contact Group
- Printing the Contacts List

### *Using the Calendar*
- View & Navigating the Calendar
- Scheduling Appointments & an Event
- Edit & Rescheduling Appointments and Events
- Working with Recurring Appointments
- Setting Availability
- Color-coding Appointments
- Setting Reminders
- Viewing Calendar Items
- Changing the Appearance of a Calendar
- Changing Work Days and Times
- Printing the Calendar

### *Collaborating with Other Users*
- Using Schedule View
- Responding to a Meeting Request
- Taking and Tracking a Vote

### *Organizing and Finding Information*
- Create, Use and Manage Folders
- Using Instant Search & Refining a Search
- Using Advanced Find
- Sorting and Grouping Information
- Filtering Information
- Using the People Pane

### *Managing Outlook Data*
- Using Mailbox Cleanup
- Using AutoArchive
- Working with Personal Folders Files