



BREWSTER TECHNOLOGY

COMPUTER TRAINING & SERVICE

www.brewstertech.com

16 MOUNT EBO ROAD SOUTH, SUITE 18 • BREWSTER • NEW YORK • 10509
Phone - (845) 279-9400 • Fax - (845) 279-9413

What's in Outlook 2013:

E-mail, Calendar, and meeting management are critical activities that drive individual workers daily lives. So many people “live” in Microsoft Office Outlook, making it their prime tool for communication and productivity. This course will provide experienced business professionals with a better hands-on understanding of how to manage their time more effectively, define tasks more accurately, and process incoming information more efficiently. Using Microsoft Office Outlook 2013 as a “dashboard” application, students will learn how to use the Mail module to create, edit, format, and send messages as well as how to manage incoming messages, use the Calendar module to schedule meetings, and then use the Contacts module to create and edit a list of contacts with great confidence. Upon successful completion, students will be prepared to take the Microsoft Exam.

Target Audience:

Individuals looking to gain knowledge in Microsoft Outlook 2013.

Prerequisite:

Basic computer skills.

Duration:

12 Hours



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Topics Covered in Outlook 2013:

Getting Started with Email

- Lesson Objectives
- Looking at the Screen
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the Navigation Pane
- Creating a New Message
- Addressing a New Message
- Entering and Formatting Message
- Text
- Inserting Items in Messages
- Sending the Message
- Working with Attachments
- Using Message Options
- Reading and Viewing Messages
- Checking for New Messages
- Using the Reading Pane
- Saving Messages
- Saving Attachments
- Replying to a Message
- Forwarding a Message
- Marking Messages as Read or Unread
- Flagging Messages
- Using the Reminders Window
- Printing Messages
- Lesson Summary
- Review Questions

Managing Email

- Lesson Objectives
- Using Signatures
- Applying Signatures
- Working with Conversations
- Ignoring Conversations
- Cleaning Up Conversations
- Organizing Messages
- Using Categories
- Sorting Messages
- Using Folders
- Moving Messages
- Deleting Messages
- Automating Message Tasks
- Using Quick Parts
- Using Quick Steps
- Managing Junk E-mail
- Marking Messages as Junk

- Emptying the Junk E-mail Folder
- Lesson Summary
- Review Questions

Working with People

- Lesson Objectives
- Working with Contacts
- Managing Address Books
- Creating a New Contact
- Editing or Updating a Contact
- Deleting a Contact
- Working with Contact Groups
- Creating a New Contact Group
- Adding Notes for the Contact
- Group
- Using the Contact Group

Using the Calendar

- Lesson Objectives
- Scheduling Items
- Changing Views
- Using the Date Navigator
- Creating an Appointment
- Using the Calendar View
- Using the Appointment Window
- Creating an Appointment from an E-mail
- Creating a Recurring Appointment
- Scheduling Events
- Sending Meeting Requests
- Scheduling a Meeting
- Tracking Responses to Meeting Requests
- Making Changes to Meetings
- Cancelling or Deleting a Meeting
- Using Meeting Notes
- Customizing the Calendar Options
- Working with Other Calendars
- Sharing Your Calendar by E-mail
- Publishing your Calendar
- Understanding Calendar Groups
- Adding a Calendar to your Calendar
- Printing the Calendar
- Lesson Summary
- Review Questions



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Topics Covered in Outlook 2013 (Continued):

Using Tasks, Notes and the Journal

- Lesson Objectives
- Working with Tasks
- Creating Tasks
- Tracking the Status of a Task
- Marking a Task Complete
- Changing the Task Status
- Assigning a Task
- Updating Tasks and Sending
- Status Reports
- Customizing Tasks
- Printing Tasks
- Using Notes
- Attaching Notes to Contacts
- Customizing Notes
- Printing Notes
- Using the Journal

- Lesson Summary
- Review Questions

Organizing Information

- Lesson Objectives
- Using Search
- Creating a Search Folder
- Using the Search Feature
- Using Rules
- Creating Rules
- Modifying Rules
- Sending Automatic Replies
- Working with Data Files
- Managing Multiple Accounts
- Customizing Outlook
- Customizing Mail
- Delegating Access



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What's in Outlook 2016:

E-mail, Calendar, and meeting management are critical activities that drive individual workers daily lives. So many people “live” in Microsoft Office Outlook, making it their prime tool for communication and productivity. This course will provide experienced business professionals with a better hands-on understanding of how to manage their time more effectively, define tasks more accurately, and process incoming information more efficiently. Using Microsoft Office Outlook 2016 as a “dashboard” application, students will learn how to use the Mail module to create, edit, format, and send messages as well as how to manage incoming messages, use the Calendar module to schedule meetings, and then use the Contacts module to create and edit a list of contacts with great confidence.

Target Audience:

Individuals looking to gain knowledge in Microsoft Outlook 2016.

Prerequisite:

Basic computer skills.

Duration:

12 hours



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Topics Covered in Outlook 2016:

Getting Started with Email

- Lesson Objectives
- What Is Microsoft Outlook
- Looking At the Screen
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the Navigation Pane
- Customizing Mail
- Customizing the View
- Creating a New Message
- Addressing a New Message
- Entering and Formatting Message Text
- Inserting Items in Messages
- Working with Attachments
- Using Message Options
- Reading and Viewing Messages
- Checking For New Messages
- Saving Messages
- Dealing with Attachments
- Replying
- Forwarding a Message
- Marking Messages As Read or Unread
- Flagging Messages
- Using the Reminders Window
- Printing Messages
- Lesson Summary
- Review Questions

Managing Email

- Lesson Objectives
- Using Signatures
- Applying Signatures
- Working with Conversations
- Ignoring Conversations
- Cleaning Up Conversations
- Organizing Messages
- Using Categories
- Sorting Messages
- Using Folders
- Moving Messages
- Deleting Messages
- Archiving Messages
- Automating Message Tasks
- Using Quick Parts
- Using Quick Steps
- Managing Junk Email
- Marking Messages As Junk

- Emptying the Junk Email Folder
- Lesson Summary
- Review Questions

Working with People

- Lesson Objectives
- Working with Contacts
- Managing Address Books
- Creating a New Contact
- Editing or Updating a Contact
- Sharing Contacts
- Deleting a Contact
- Working with Contact Groups
- Creating a New Contact Group
- Adding Notes for the Contact Group
- Using the Contact Group
- Printing Contacts
- Lesson Summary
- Review Questions

Using the Calendar

- Lesson Objectives
- Scheduling Items
- Changing Views
- Using the Date Navigator
- Creating an Appointment
- Using the Calendar View
- Using the Appointment Window
- Creating an Appointment from an Email
- Creating a Recurring Appointment
- Scheduling Events
- Sending Meeting Requests
- Scheduling a Meeting
- Tracking Responses to Meeting Requests
- Making Changes To Meetings
- Cancelling or Deleting a Meeting
- Using Meeting Notes
- Customizing the Calendar Options
- Working with Other Calendars
- Sharing Your Calendar By Email
- Publishing Your Calendar
- Understanding Calendar Groups
- Printing the Calendar
- Lesson Summary
- Review Questions



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Topics Covered in Outlook 2016 (Continued):

Using Tasks and Notes

- Lesson Objectives
- Working with Tasks
- Creating Tasks
- Creating a Recurring Task
- Tracking the Status of a Task
- Marking a Task Complete
- Changing the Task Status
- Assigning a Task
- Updating Tasks and Sending Status Reports
- Customizing Tasks
- Printing Tasks Using Notes
- Changing the View
- Sorting Notes
- Deleting a Note
- Attaching Notes
- Printing Notes
- Lesson Summary
- Review Questions

Organizing Information

- Lesson Objectives
- Using Search Folders
- Creating a Search Folder
- Using the Search Feature
- Using Rules Creating Rules
- Modifying Rules
- Sending Automatic Replies
- Working with Data Files
- Setting Up a Mail Account
- Adding a PST Data Files
- Managing Multiple Accounts
- Exporting to a Data File
- Delegating Access
- Lesson Summary
- Review Questions