

Microsoft® Outlook 2013

FUNDAMENTALS

- Starting Outlook 2013
- What's New in Outlook 2013
- Understanding the Outlook 2013 Program Screen
- Understanding Items
- Understanding the Message Window
- Giving Commands in Outlook
- Using Command Shortcuts
- Using the Navigation Pane
- Using the Reading Pane
- Using the To-Do Bar
- Using Help
- Exiting Outlook 2013

COMPOSING AND SENDING E-MAIL

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

RECEIVING E-MAIL

- Receiving and Reading E-mail
- Replying to and Forwarding a Message
- Using the inline feature
- Opening an Attachment
- Deleting a Message
- Flagging a Message for Follow-up
- Using Color Categories
- Viewing Conversations

- Managing Conversations
- Sorting Messages
- Changing Views
- Printing a Message

MORE E-MAIL FEATURES

- Saving Unfinished Messages (Drafts)
- Recalling a Message
- 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 E-mail
- Adding Addresses to the Safe and Blocked Senders List
- Changing Outlook's Security Settings
- Inserting Screenshots

WORKING WITH CONTACTS

- Introduction to the Address Book
- Adding a Contact
- Adding a Contact from an E-mail
- Editing and Deleting Contacts
- Viewing and Sorting 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

- Viewing the Calendar
- Navigating the Calendar
- Scheduling Appointments
- Scheduling an Event
- Editing and 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
- Creating Additional Calendars
- Viewing Calendars Side-by-Side or Overlaid
- Printing the Calendar
- Adding a Second Time Zone

COLLABORATING WITH OTHERS

- Sharing Your Calendar
- Opening Shared Calendars
- Using Schedule View
- Scheduling Meetings
- Responding to a Meeting Request
- Working with Calendar Groups
- Marking an Appointment as Private
- Publishing Your Calendar on the Internet
- Sharing Outlook Folders
- Giving Delegate Permissions
- Taking and Tracking a Vote
- Working with Public Folders

WORKING WITH TASKS

- Adding a Task
- Changing Task Views
- Sorting Tasks
- Updating a Task
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning a Task
- Printing Tasks

USING THE JOURNAL AND NOTES

- Displaying the Journal
- Creating a Journal Entry Manually
- Relating a Journal Entry to a Contact
- Opening, Modifying, and Deleting a Journal Entry
- Changing Journal Views
- Working with Notes

ORGANIZING AND FINDING INFORMATION

- Exploring the Folder List
- Creating and Using Folders
- Managing Folders
- Using Instant Search
- Refining a Search
- Using Advanced Find
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Sorting and Grouping Information
- Filtering Information
- Using the People Pane

AUTOMATING COMMAND

- Creating Quick Steps
- Managing Quick Steps
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules

MANAGING OUTLOOK DATA

- Using Mailbox Cleanup
- Using AutoArchive
- Manually Archiving and Retrieving Information
- Importing Information
- Exporting Information
- Working with Personal Folders Files
- Working with Offline Folders

CUSTOMIZING OUTLOOK

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Customizing Outlook Today
- Starting Outlook Automatically
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- Changing Outlook's Default Options
- Managing Accounts

ADVANCED TOPICS

- Adding RSS Feeds
- Viewing RSS Feeds
- Using the Tools Together
- Using Outlook Web App
- Using Microsoft Lync in Outlook
- Connecting to Social Networks
- Using the Outlook Social Connector