

Introduction to Outlook 2013 Outline

Target Audience:

Introduction to Outlook 2013 is a class for anyone looking to learn more about email.

Prerequisites:

Familiarity with Windows and Windows Environment

Description:

This course provides detailed instruction for utilizing the organizational features in Outlook 2013. It highlights changes and improvements put in place since the 2010 version.

Course Includes:

- New Features in Outlook 2013
- Inbox and Message Ribbons
- Quick Access Toolbar
- Attachments
- Creating:
 - Distribution Lists
 - Personal Folders
 - Out of Office Messages
 - Signatures