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