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