



# Outlook 2013 Introduction

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In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks, and notes.

## **Getting Started With Outlook 2013**

- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

## **Composing Messages**

- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

## **Reading and Responding to Messages**

- Customize Reading Options
- Work with Attachments
- Manage Your Message Responses

## **Managing Your Messages**

- Manage Messages Using Tags, Flags, and Commands
- Organize Messages Using Folders

## **Managing Your Calendar**

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print Your Calendar

## **Managing Your Contacts**

- Create and Update Contacts
- View and Organize Contacts

## **Working With Tasks and Notes**

- Manage Tasks
- Manage Notes

## **Customizing the Outlook Environment**

- Customize the Outlook Interface
- Create and Manage Quick Steps