

Table of Contents

OUTLOOK 2013 LESSON 1: GETTING STARTED WITH OUTLOOK 2013

Introducing Outlook 2013	FC.OUT1.2
What's New in Outlook 2013	FC.OUT1.2
Outlook Elements	FC.OUT1.2
Starting Outlook	FC.OUT1.3
Navigating the Outlook Window	FC.OUT1.4
The Ribbon	FC.OUT1.5
The Folder Pane	FC.OUT1.6
Customizing Outlook	FC.OUT1.8
Personalizing the Reading Pane	FC.OUT1.8
The Quick Access Toolbar	FC.OUT1.10
Accessing Help	FC.OUT1.12
Where to Get Help	FC.OUT1.12
Printing Help Topics	FC.OUT1.13
Concepts Review	FC.OUT1.14

OUTLOOK 2013 LESSON 2: WORKING WITH EMAIL

Getting Started with Outlook Email	FC.OUT2.2
Email Options	FC.OUT2.2
Types of Email Accounts	FC.OUT2.2
Adding Your Email Account	FC.OUT2.2
Email Account Settings	FC.OUT2.2
Working with Web-Based Simulations	FC.OUT2.3
Sending Messages	FC.OUT2.5
Sending to Multiple Recipients	FC.OUT2.5
Using Signatures to Save Time	FC.OUT2.8
Changing and Inserting Signatures	FC.OUT2.10
Attaching Files	FC.OUT2.10
Using Spell Check	FC.OUT2.13
Handling Incoming Messages	FC.OUT2.16
The Send/Receive Button	FC.OUT2.16
Reading Messages	FC.OUT2.17
Saving Attachments	FC.OUT2.18
Replying to and Forwarding Messages	FC.OUT2.20
Flagging Messages	FC.OUT2.24
Printing Messages	FC.OUT2.25

Organizing Messages	FC.OUT2.26
Creating Folders	FC.OUT2.26
Adding Folders to Favorites	FC.OUT2.26
Moving and Copying a Message to a Folder	FC.OUT2.27
Quick Steps	FC.OUT2.29
Rules	FC.OUT2.30
Sorting Messages in a Folder	FC.OUT2.32
Searching for a Message	FC.OUT2.32
Deleting Messages	FC.OUT2.34
Archiving Messages	FC.OUT2.35
Concepts Review	FC.OUT2.36

OUTLOOK 2013 LESSON 3: WORKING WITH PEOPLE

Managing People in Outlook	FC.OUT3.2
The Contacts List	FC.OUT3.2
Peek-a-Booing with People	FC.OUT3.2
Working with Contacts	FC.OUT3.4
Creating a Contact in People	FC.OUT3.4
Turning a Person Included on an Incoming Message into a Contact	FC.OUT3.5
Making a Contact a Favorite	FC.OUT3.5
Editing Contacts	FC.OUT3.7
Viewing People Cards	FC.OUT3.7
Sorting the Contacts List	FC.OUT3.9
Sending Messages to Contacts	FC.OUT3.11
Working with Contact Groups	FC.OUT3.12
Creating Contact Groups	FC.OUT3.12
Sending Messages to Groups	FC.OUT3.14
Revising a Contact Group	FC.OUT3.15
Staying Connected with People	FC.OUT3.17
The People Pane	FC.OUT3.17
The Outlook Social Connector	FC.OUT3.18
Concepts Review	FC.OUT3.20

OUTLOOK 2013 LESSON 4: WORKING WITH THE CALENDAR

Exploring the Calendar	FC.OUT4.2
Peeking into Your Calendar and Appointments	FC.OUT4.2
Day View	FC.OUT4.3
Week View and Work Week View	FC.OUT4.3
Month View	FC.OUT4.4
Schedule View	FC.OUT4.4
Changing Calendar Options	FC.OUT4.5
Working with Appointments and Meetings	FC.OUT4.6
Scheduling an Appointment	FC.OUT4.6
Editing Appointments	FC.OUT4.7
Setting a Reminder	FC.OUT4.8
Changing How Appointments Are Shown	FC.OUT4.8
Recurring Appointments	FC.OUT4.9
Editing Recurring Appointments	FC.OUT4.10
Turning an Email into an Appointment	FC.OUT4.11
Turning an Appointment into a Meeting	FC.OUT4.12
Sharing and Publishing Calendars	FC.OUT4.14
Custom Calendars	FC.OUT4.14
Sharing Your Calendar Through Email	FC.OUT4.16
Publishing Your Outlook Calendar Online	FC.OUT4.17
Opening a Calendar Received via Email	FC.OUT4.18
Printing Calendars	FC.OUT4.18
Page Setup	FC.OUT4.19
Concepts Review	FC.OUT4.20

OUTLOOK 2013 LESSON 5: WORKING WITH NOTES, TASKS, AND INTEGRATION

Working with Notes	FC.OUT5.2
Creating a Note	FC.OUT5.2
Notes View	FC.OUT5.2
Copying a Note onto the Desktop	FC.OUT5.3
Working with Tasks	FC.OUT5.3
Navigating Tasks	FC.OUT5.4
Taking a Peek at Tasks	FC.OUT5.4
Creating a Task	FC.OUT5.4
Editing Tasks	FC.OUT5.5
Setting a Reminder	FC.OUT5.6
Assigning Tasks	FC.OUT5.6
Accepting or Declining an Assigned Task	FC.OUT5.7
Working with the Folder List and Categories	FC.OUT5.7
The Folder List	FC.OUT5.8
Categories	FC.OUT5.9
Integrating with Word and Mobile Devices	FC.OUT5.11
Conducting a Word Mail Merge with Outlook Contacts	FC.OUT5.11
Working Seamlessly with a Mobile Device	FC.OUT5.12
Concepts Review	FC.OUT5.13