

# Outlook 2013

## Table of Contents

<b>LESSON 1 - OUTLOOK BASICS .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.1 INTRODUCING OUTLOOK.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.2 SETTING UP AN E-MAIL ACCOUNT.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.3 EXAMINING THE OUTLOOK SCREEN .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.4 USING THE NAVIGATION BAR & NAVIGATION PANE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.5 USING READING VIEW .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.6 CHANGING SCREEN MAGNIFICATION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.7 USING THE RIBBON .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.8 CUSTOMIZING OUTLOOK .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.9 USING KEYBOARD SHORTCUTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
1.10 USING HELP.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 2 - COMPOSING &amp; SENDING E-MAIL.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.1 CREATING AN E-MAIL MESSAGE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.2 CHECKING SPELLING.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.3 USING SIGNATURES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.4 FORMATTING AN E-MAIL MESSAGE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.5 USING STATIONERY .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.6 SENDING ATTACHMENTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.7 SETTING THE PRIORITY OF A MESSAGE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.8 REQUEST A DELIVERY OR READ RECEIPT... ..	<b>ERROR! BOOKMARK NOT DEFINED.</b>
2.9 INSERTING A HYPERLINK .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 3 - RECEIVING E-MAIL .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.1 CHECKING FOR E-MAIL .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.2 READING E-MAIL.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.3 REPLYING TO A MESSAGE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.4 FORWARDING A MESSAGE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.5 RESEND OR RECALL A MESSAGE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.6 USING THE READING PANE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.7 SAVING AND OPENING ATTACHMENTS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
3.8 SUBSCRIBING TO RSS FEEDS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 4 - E-MAIL MANAGEMENT .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.1 MARKING MESSAGES AS UNREAD.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.2 FLAGGING MESSAGES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.3 USING CATEGORIES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.4 ARRANGING MESSAGES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.5 DELETING MESSAGES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.6 WORKING WITH MESSAGE FOLDERS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.7 USING SEARCH FOLDERS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.8 SEARCHING FOR MESSAGES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.9 SAVING MESSAGES TO A FILE.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>

4.10	PRINTING MESSAGES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.11	MANAGING JUNK MAIL.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.12	USING RULES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.13	USING QUICK STEPS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.14	VIEWING MESSAGES BY CONVERSATION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
4.15	CREATING AND USING QUICK PARTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 5 - WORKING WITH CONTACTS.....</b>		<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.1	ADDING A NEW CONTACT.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.2	CHANGING CONTACT INFORMATION .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.3	ASSIGNING A CATEGORY TO A CONTACT ...	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.4	CHANGING CONTACT VIEWS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.5	DELETING A CONTACT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.6	SENDING A MESSAGE TO A CONTACT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.7	SEARCHING FOR A CONTACT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.8	CREATING A CONTACT GROUP .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.9	ADDING A CONTACT PICTURE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.10	CREATING CONTACT FOLDERS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
5.11	ADDING SOCIAL NETWORK ACCESS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 6 - WORKING WITH THE CALENDAR.....</b>		<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.1	SCHEDULING AN APPOINTMENT .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.2	NAVIGATING THE CALENDAR .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.3	MODIFYING APPOINTMENTS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.4	SETTING APPOINTMENT REMINDERS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.5	SCHEDULING A MEETING .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.6	SCHEDULING AN EVENT.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.7	SCHEDULING A RECURRING ITEM .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.8	CHANGING CALENDAR OPTIONS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.9	PRINTING A CALENDAR.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.10	WORKING WITH MULTIPLE CALENDARS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
6.11	WORKING WITH CALENDAR GROUPS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 7 - USING TASKS.....</b>		<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.1	CREATING TASKS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.2	USING THE TO-DO BAR.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.3	EDITING TASKS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.4	CREATING RECURRING TASKS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.5	MARKING OFF A TASK .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.6	CHANGING TASK VIEWS .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
7.7	ASSIGNING TASKS TO OTHERS.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>LESSON 8 - WORKING WITH NOTES.....</b>		<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.1	CREATING NOTES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.2	READING & MODIFYING NOTES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.3	COLOR CATEGORIZING A NOTE .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.4	RESIZING & DELETING NOTES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.5	PRINTING NOTES .....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
8.6	CREATING APPOINTMENTS & TASKS FROM NOTES.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>