



## Microsoft Office Training Available – Sign up Today!

### Register for [Outlook 2013 Core Essentials](#) class

(If you do not have OPUS access, please register through your training coordinator.)

#### Outlook 2013 Core Essentials

3.5 hours

Attend a 3 ½ hour hands-on learning experience that covers all the core essentials of Microsoft Outlook 2013.

Explore ways to manage mail, calendar and people. Determine methods to organize your mailbox. Learn skills to get the most out of your Outlook.

\*\* Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands on tutorials. \*\*

**Presented by:** Pinellas County Human Resources

**Intended Audience:** All Pinellas County employees.

**A maximum enrollment of 18 students will be accommodated per class.**

**OPEN TO UPS Employees Only**

#### Instructor(s):

Kat Black, Kevin Connelly

#### Learning Objectives:

- ❑ Define all parts of Outlook along with how to use the Folder Pane, Peeks, and the notification icon
- ❑ Identify ways to open, reply to, forward, and delete messages
- ❑ Discuss how to create a new message, format text, attach files or items, and send a message

- ❑ Establish ways to make the most of your Outlook calendar including how to find and open the calendar, create appointments and meetings, and change the calendar view
- ❑ Review techniques to create a new People contact, mark a contact as a favorite, change the contact view, and create a new contact group
- ❑ Execute methods to organize your Outlook mailbox including creating folders, moving items into folders, categorizing items, utilizing the search and filter tools, and managing junk mail
- ❑ Apply techniques to read and work with conversations including turning them on and off, cleaning up folders and conversations, and ignoring conversations
- ❑ Practice using Quick Steps, creating new Quick Steps, and deleting and resetting Quick Steps
- ❑ Recognize how to customize the Outlook Ribbon by discussing how to change ribbon display options, customize the Quick Access toolbar, and reset the Ribbon

#### January 2017:

W	1/25/17	8:30-12:00	Annex 138
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#### February 2017:

TH	2/9/17	8:30-12:00	Annex 138
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#### March 2017:

W	3/15/17	8:30-12:00	Annex 138
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