

# Outlook 2010/2013 Email Automation and Tasks

<b>Audience</b>	This course is appropriate for learners who are familiar with the basics of Microsoft Outlook. Students should have sent email with formatting, used spell check; replied to and forwarded email; and worked with address books.
<b>Description</b>	The course uses a combination of lecture and hands-on labs to familiarize learners with features that automate email management and help the learner create and assign tasks for themselves and others.
<b>Objectives</b>	After completing the class, students should be able to: <ul style="list-style-type: none"><li>■ Customize the navigation pane and various group views</li><li>■ Create and use custom views to organize email</li><li>■ Filter and group messages</li><li>■ Use People Pane</li><li>■ Organize mail with Search Folders</li><li>■ Use conditional formatting to color code email</li><li>■ Automate mail with signatures and out of office replies</li><li>■ Automatically create mail using templates and rules</li><li>■ Direct mail into folders with rules</li><li>■ Flag mail for follow up</li><li>■ Display, open, create, and manage tasks</li></ul>
<b>Length</b>	3.5 hours

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## I. Organizing Outlook

- A. Customizing the Folder Pane
- B. Viewing Items in Outlook
- C. Changing Views
- D. Customizing the Views
- E. Defining a New View
- F. Filtering Messages
- G. Grouping Messages
- H. Viewing Conversations
- I. Using the People Pane
- J. Creating Search Folders
- K. Cleaning up Mail Messages
- L. Using Custom Categories

## II. Automating Mail Functions

- A. Creating a Signature
- B. Creating Quick Steps
- C. Rules and Alerts Overview
- D. Directing Mail with Rules
- E. Modifying Rules
- F. Setting Follow Up Flags
- G. Automating Replies to Email
- H. Creating and Using Templates
- I. Automating Creation of Email

## III. Managing Tasks

- A. Displaying and Opening Tasks
- B. Creating a Task
- C. Working with Tasks
- D. Assigning a Task
- E. Creating Task Status Reports

