

File Home Send / Receive Folder View

New New Email Items Clean Up Delete

Reply Reply All Forward More

Move to Message Save Reply & Delete Create New

Move Rules Delete Categories Follow Up

Search People Address Book Filter Email Find Advanced

Search Address

Favorites

Inbox (255) Sent Items Deleted Items Archive (14)

Inbox (255) Drafts (11) Sent Items Deleted Items Archive (14) Clutter Conversation History Anti-Email (0) Options RSS Feeds Search Folders

Outbox

Mail Calendar People Tasks

Outbox

Search Clutter (Ctrl + E) Current Folder

All Unread By Date Request

Add Account

Auto Account Setup: Manual setup of an account or connect to other server types.

E-mail Account

User Name: Example User Name

E-mail Address: Example_email@outlook.com

Username:

Logon Password:

Type the information your Internet service provider has given you.

Manual setup or additional server types

Next > Back < Cancel

May 8 ALL FOLDERS ARE UP TO DATE CONNECTED TO MICROSOFT EXCHANGE

Outlook 2013 Manual

Axzo Press Staff

Outlook 2013 Manual:

Outlook 2013 Axzo Press Staff,2013-04-19 This ILT Series course builds on the skills and concepts taught in Outlook 2013 Basic Students will learn how to customize Outlook use Quick Steps create Folder pane shortcuts customize the Navigation bar customize their messages and signatures and set up automatic replies Then students will learn how to set rules for organizing messages and use advanced techniques for managing and maintaining their mailboxes Students will also learn how to search various folders use filters and apply categories as well as how to work with notes and Journal entries Finally they will learn how to share Outlook calendars and contacts and stay informed with RSS feeds This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2013 exam 77 423 For comprehensive certification training students should complete the Basic and Advanced courses for Outlook 2013 We also provide an online test preparation application for this course Click the Test Prep Assessment link on Axzo s home page to find a list of the applications

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