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Outlook 2013

Level 1

Getting Started

The program window
Outlook Today

Email Basics

Reading messages
Creating and sending messages
Working with messages
Handling attachments
Printing messages and attachments

Email Management

Setting message options
Organizing the Inbox folder
Managing junk email

Contacts

Working with contacts
Address books
Using contact groups

Tasks

Working with tasks
Managing tasks

Appointments and Events

Creating and sending appointments
Modifying appointments
Working with events
Using Calendar Views

Meeting Requests and Responses

Scheduling meetings
Managing meetings