

## **Microsoft Outlook 2016 – Level 1: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
<b>Processor</b>	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabytes (GB)
<b>Memory</b>	2.0 gigabytes (GB) RAM
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

### ■ Server

<b>Operating system</b>	<ul style="list-style-type: none"> <li>• Windows Server 2012 R2 Standard or Datacenter</li> <li>• Windows Server 2012 Standard or Datacenter</li> <li>• Windows Server 2008 R2 Standard or Enterprise</li> <li>• Windows Server 2008 R2 Datacenter RTM or later</li> <li>• Windows Server 2008 Standard, Enterprise, or Datacenter</li> </ul>
<b>Processor</b>	<ul style="list-style-type: none"> <li>• x64 architecture-based computer with Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T).</li> <li>• AMD processor that supports the AMD64 platform.</li> <li>• Intel Itanium IA64 processors not supported.</li> </ul>
<b>Disk space</b>	30 to 35 gigabyte (GB)
<b>Memory</b>	<ul style="list-style-type: none"> <li>• Mailbox 8GB minimum</li> <li>• Client Access 4GB minimum</li> </ul>
<b>Display</b>	1024 x 768 pixels or higher

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section 1.6 **Using Outlook Help** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

### ■ Servers

This course was created using a dedicated server running Windows Server 2012 with an active directory, and Exchange 2016.

To accommodate a classroom setting, setup generic user accounts, for example, User 01. 2016 to User 10. 2016. An “Instructor” account may be beneficial as well, although it is not referenced specifically in the course.

A Resource account called “Conference Room A” should be created and configured. The resource is used in the exercises in section 7.1 **Planning, Requesting, and Scheduling Meetings**.

## 1.3 Classroom Data

Run the class data archive **C161en\_data.exe** for this course to install the class data to the **C:\C161en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>FOLDER/DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Chapter 2 /SALES</b>	.xlsx	Section 2.1 <b>Creating and Sending Messages</b> in the exercise <b>Entering Message Text, Attaching a File to a Message, and Sending a Message</b> .
<b>Chapter 2 /TRAINING</b>	.xlsx	Chapter 2: <b>Review Exercise</b>
<b>Chapter 3 /CONTACTS</b>	.csv	Section 3.1 <b>Managing Contacts</b> in the exercise <b>Working with Contacts</b> .
<b>Chapter 4 /Messages 4</b>	.msg	Section 4.2 <b>Organizing, Sorting, and Finding Messages</b> in the exercise <b>Organizing Messages</b> .
<b>Chapter 4 /Messages 4b</b>	.msg	This folder contains 7 message files for use in Chapter 4: <b>Review Exercise</b>
<b>Chapter 4 /CONTACTS</b>	.csv	Used only if Chapter 3 (Working with Contacts) was not completed. Use this file to import contacts.
<b>Chapter 8 /CONTACTS</b>	.csv	Section 8.2 <b>Printing Schedules and Contact Lists</b> in the exercise <b>Printing Contact Lists</b> .

The **C:\C161en\_data** folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/LAB EXERCISE</b>	<b>ESTIMATED TIME</b>
<b>Understanding the Outlook Environment</b>	<b>60 min</b>
1.1 Outlook Concepts	5 min
1.2 Getting Started	10 min
1.3 Working in Outlook	10 min
1.4 Creating and Customizing Notes	5 min
1.5 Working with RSS Feeds	10 min
1.6 Using Outlook Help	10 min
Review Exercise	10 min
<b>Communicating with E-mail Messages</b>	<b>45 min</b>
2.1 Creating and Sending Messages	20 min
2.2 Replying to, Forwarding, and Deleting Messages	15 min
Review Exercise	10 min
<b>Working with Contacts</b>	<b>45 min</b>
3.1 Managing Contacts	25 min
3.2 Tracking Communications in the Journal	10 min
Review Exercise	10 min
<b>Managing Messages</b>	<b>55 min</b>
4.1 Creating Contact Groups	15 min
4.2 Organizing, Sorting, and Finding Messages	15 min
4.3 Managing Junk E-mail	10 min
Review Exercise	15 min
<b>Managing Tasks</b>	<b>50 min</b>
5.1 Creating, Editing, and Deleting Tasks	20 min
5.2 Organizing and Tracking Tasks	20 min
Review Exercise	10 min
<b>Scheduling and Managing Appointments</b>	<b>65 min</b>
6.1 Scheduling Appointments	20 min

<b>CHAPTER/LAB EXERCISE</b>	<b>ESTIMATED TIME</b>
6.2 Managing Appointments	20 min
6.3 Calendar Options	10 min
Review Exercise	15 min
<b>Scheduling Meetings</b>	<b>50 min</b>
7.1 Planning, Requesting, and Scheduling Meetings	20 min
7.2 Rescheduling and Cancelling Meetings	15 min
Review Exercise	15 min
<b>Printing Outlook Items</b>	<b>50 min</b>
8.1 Selecting Print Styles and Printing Messages	15 min
8.2 Printing Schedules and Contact Lists	25 min
Review Exercise	10 min