

## **Microsoft Outlook 2019 – Level 1: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2019

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 10, Windows Server 2019
<b>Processor</b>	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
<b>Disk space</b>	4.0 GB of available disk space
<b>Memory</b>	4 GB RAM; 2 GB RAM (32-bit)
<b>Display and Graphics Hardware</b>	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

### ■ Server

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows Server 2019 Standard or Datacenter
<b>Processor</b>	Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T). AMD processor that supports the AMD64 platform.
<b>Disk space</b>	30 GB of free space on the drive where you're installing Exchange. 200 MB of free space on the system drive. 500 MB of free space on the drive that contains the message queue database.
<b>Memory</b>	Mailbox: 128 GB minimum recommended.
<b>Display and Graphics Hardware</b>	1024 x 768 pixels (XGA) or higher.

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise (version 1809) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

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 2019 with an active directory, and Exchange Server 2019.

To accommodate a classroom setting, setup generic user accounts, for example, User 01 to User 10. In addition, an “Instructor” and an “Instructor Assistant” account should be created, as they are referenced during the some of the exercises.

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

## 1.3 Classroom Data

Run the class data archive **C191en\_data.exe** for this course to install the class data to the **C:\C191en\_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>	<b>.xlsx</b>	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>	<b>.xlsx</b>	Chapter 2: <b>Review Exercise</b>
<b>Chapter 3 \Contacts</b>	<b>.csv</b>	Section 3.1 <b>Managing Contacts</b> in the exercise <b>Working with Contacts</b> .
<b>Chapter 4 \Messages 4</b>	<b>.msg</b>	This folder contains 10 message files for use in section 4.2 <b>Organizing, Sorting, and Finding Messages</b> in the exercise <b>Organizing Messages</b> .
<b>Chapter 4 \Messages 4 Review</b>	<b>.msg</b>	This folder contains 7 message files for use in Chapter 4: <b>Review Exercise</b>
<b>Chapter 4 \Contacts</b>	<b>.csv</b>	Used only if Chapter 3 (Working with Contacts) was not completed. Use this file to import contacts.
<b>Chapter 8 \Contacts</b>	<b>.csv</b>	Section 8.2 <b>Printing Schedules and Contact Lists</b> in the exercise <b>Printing Contact Lists</b> .

The **C:\C191en\_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
6.2 Managing Appointments	20 min
6.3 Calendar Options	10 min
Review Exercise	15 min
<b>Managing Meetings</b>	<b>50 min</b>
7.1 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