

Microsoft Outlook 2019 – Level 2: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2019**
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1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

| COMPONENT | DESCRIPTION |
|--------------------------------------|--|
| Operating system | Windows 10, Windows Server 2019 |
| Processor | 1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business. |
| Disk space | 4.0 GB of available disk space |
| Memory | 4 GB RAM; 2 GB RAM (32-bit) |
| Display and Graphics Hardware | 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

| COMPONENT | DESCRIPTION |
|--------------------------------------|--|
| Operating system | Windows Server 2019 Standard or Datacenter |
| Processor | Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T). AMD processor that supports the AMD64 platform. |
| Disk space | 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. |
| Memory | Mailbox: 128 GB minimum recommended. |
| Display and Graphics Hardware | 1024 x 768 pixels (XGA) or higher. |

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise 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 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.

1.3 Classroom Data

Run the class data archive **C192en_data.exe** for this course to install the class data to the **C:\C192en_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.

| FOLDER/DATA FILE | FILE TYPE | USED IN |
|--|------------------|--|
| Chapter 2 \Messages 2 | .msg | This folder contains 11 message files for use in section 2.1 Organizing Messages in the exercise Organizing Messages . |
| Chapter 3 \Kyle | .jpg | Section 3.2 Working with Contact vCards in the exercise Working with vCards . |
| Chapter 3 \Travel Image | .png | Section 3.2 Working with Contact vCards in the exercise Working with vCards . |
| Chapter 4 \Destination Table | .docx | Section 4.1 Working with Templates in the exercise Creating and Using a Template . |
| Chapter 4 \Thailand Map | .jpg | Section 4.1 Working with Templates in the exercise Creating and Using a Template . |
| Chapter 5 \Messages 5 | .msg | This folder contains 11 message files for use in section 5.1 Working with Shared Folders in the exercise Working with Shared Folders . |
| Chapter 5 \Chapter_5 | .pst | Section 5.3 Archiving Outdated Items in the exercise Importing an Outlook Data File |
| Supplemental \Welcome to PowerPoint | .pptx | Section S.2 Integrating with Office 2019 Applications in the exercise Integrating Outlook with Office 2019 |

The **C:\C192en_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.

| CHAPTER/LAB EXERCISE | ESTIMATED TIME |
|--|-----------------------|
| Managing Folders | 80 min |
| 1.1 Working with Categories | 20 min |
| 1.2 Working with Rules | 20 min |
| 1.3 Filtering a View | 20 min |
| Review Exercise | 20 min |
| Using Advanced Message Features | 105 min |
| 2.1 Organizing Messages | 25 min |
| 2.2 Using Signatures and Stationery | 20 min |
| 2.3 Controlling Messages | 20 min |
| 2.4 Message Notifications | 20 min |
| Review Exercise | 20 min |
| Working with Others | 120 min |
| 3.1 Sharing and Viewing Calendar Data | 20 min |
| 3.2 Working with Contact vCards | 20 min |
| 3.3 Assigning and Responding to Tasks | 20 min |
| 3.4 Processing Email Messages Using Quick Steps | 20 min |
| 3.5 Creating Meeting Requests from Email Messages | 20 min |
| Review Exercise | 20 min |
| Customizing Work Flow | 60 min |
| 4.1 Working with Templates | 20 min |
| 4.2 Customizing Forms | 20 min |
| Review Exercise | 20 min |
| Sharing Folder Access and Archiving Outlook Items | 95 min |
| 5.1 Working with Shared Folders | 25 min |
| 5.2 Delegating Folder Access | 25 min |
| 5.3 Archiving Outdated Items | 25 min |
| Review Exercise | 20 min |

