

Outlook for Microsoft 365/2021 – Level 1: Instructor Setup Guide

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1.1 General System Requirements for Microsoft 365 (Business and Enterprise)

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 11, Windows 10, Windows 8.1, Windows Server 2019 or Windows Server 2016.
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater is recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display	1280 x 768 screen resolution.
Graphics Hardware	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). Skype for Business requires DirectX 9 or later, 128 MB for the graphics memory, and a 32-bits-per-pixel-capable format.
Browser	Current version of Microsoft Edge, Safari, Chrome, or Firefox.
.NET version	Windows OS: Some features may require .NET 3.5 or 4.6 or higher to be installed. Microsoft Teams requires 4.6 or higher.
Video calls & meetings	For an improved experience with video calls and online meetings, Microsoft recommends using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher). Teams requires a USB 2.0 video camera, a microphone, and an audio output device to utilize its full range of calling and meeting features.

1.2 Software Setup Notes

■ Workstation and Mail Service

This course was developed using Windows 10 Enterprise as the operating system and a default installation of the Microsoft 365 desktop applications from the Office 365 E3 plan, which includes Exchange Online to manage mail services.

Other operating systems described above and other Microsoft 365 Business plans that include Exchange Online may be used and should not impact the flow of the course.

Configure the workstation:

- with an Internet connection, although no exercises that require it.
- with a printer driver.

1.3 Classroom Data

If desired, run the class data archive **C1M31en_data.exe** for this course to install the class data to the **C:\C1M31en_data** folder.

Alternatively, copy the **C1M31en_data** folder for this course to **C:** or another location to manually locate the data files. Remember to direct class participants to this location as they work through hands-on exercises.

Delete the **C1M31en_data** folder after the class.

The table below lists the classroom data files and the section in which the file is open for use.

DATA FILE	FILE TYPE	USED IN
Chapter 2 \Sales	.xlsx	Section 2.1 Creating and Sending Messages , in the exercise, Entering Message Text, Attaching a File to a Message, and Sending a Message .
Chapter 2 \Contacts	.csv	Section 2.3 Managing Contacts , in the exercise, Working with Contacts .
Chapter 2 \Training	.xlsx	Review Exercise 1
Chapter 3 \Messages 3	.msg	This folder contains 10 message files for use in section 3.2 Organizing, Sorting, and Finding Messages in the exercise Organizing Messages .
Chapter 3 \Messages 3 Review	.msg	This folder contains 6 message files for use in Review Exercise 3 .
Chapter 3 \Contacts	.csv	Used only if Chapter 2 (Working with Contacts) was not completed. Use this file to import contacts.
Chapter 7 \Contacts	.csv	Review Exercise 7

1.4 Courseware Timing

The following table lists an estimated time allocated per chapter and section based on a seven-hour training session.

The 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 time you spend on each chapter and section.

CHAPTER/LAB EXERCISE	ESTIMATED TIME
Understanding the Outlook Environment	75 min
1.1 Outlook Concepts	10 min
1.2 Understanding Different Outlook Versions	10 min
1.3 Getting Started	20 min
1.4 Working in Outlook	15 min
1.5 Creating and Customizing Notes	10 min
Review Exercise	10 min
Working with Email Messages and Contacts	65 min
2.1 Creating and Sending Messages	20 min
2.2 Replying to, Forwarding, and Deleting Messages	15 min
2.3 Managing Contacts	15 min
Review Exercise	15 min
Managing Messages	55 min
3.1 Creating Contact Groups	15 min
3.2 Organizing, Sorting, and Finding Messages	15 min
3.3 Managing Junk Email	10 min
Review Exercise	15 min
Managing Tasks	55 min
4.1 Creating, Editing, and Deleting Tasks	20 min
4.2 Organizing and Tracking Tasks	20 min
Review Exercise	15 min
Scheduling and Managing Appointments	70 min
5.1 Scheduling Appointments	20 min
5.2 Managing Appointments	20 min
5.3 Calendar Options	10 min
Review Exercise	20 min

Managing Meetings	50 min
6.1 Scheduling Meetings	20 min
6.2 Rescheduling and Cancelling Meetings	15 min
Review Exercise	15 min
Printing Outlook Items	50 min
7.1 Selecting Print Styles and Printing Messages	15 min
7.2 Printing Schedules and Contact Lists	25 min
Review Exercise	10 min