

## **Microsoft Outlook 2016 – Level 2: 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 1.1 **Viewing Web Pages and Favorites** pertaining to **Setting a Folder Home Page**.

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” could be created for reference as a location when sending various meeting requests during some of the exercises.

## 1.3 Classroom Data

Run the class data archive **C162en\_data.exe** for this course to install the class data to the **C:\C162en\_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>
Chapter 1\Sample Presentation	.pptx	Section 1.2 <b>Integration with Office 2016 Applications</b> in the exercise <b>Integrating Outlook with Office 2016</b> .
Chapter 3\Messages 3 contains 11 messages	.msg	Section 3.1 <b>Organizing Messages</b> in the exercise <b>Organizing Messages</b> .
Chapter 4\Kyle	.jpg	Section 4.2 <b>Contacts</b> in the exercise <b>Exploring Electronic Business Cards</b> .
Chapter 4\Travel Image	.png	Section 4.2 <b>Contacts</b> in the exercise <b>Exploring Electronic Business Cards</b> .
Chapter 5 \Messages 5 contains 11 messages	.msg	Section 5.1 <b>Working with Shared Folders</b> in the exercise <b>Working with Shared Folders</b> .
Chapter 5 \Chapter_5	.pst	Section 5.3 <b>Archiving Outdated Items</b> in the exercise <b>Importing an Outlook Data File</b> .

The **C:\C162en\_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>Getting the Most Out of Outlook 2016</b>	<b>50 min</b>
1.1 Viewing Web Pages and Favorites	25 min
1.2 Integration with Office 2016 Applications	25 min
<b>Managing Folders</b>	<b>60 min</b>
2.1 Categories	15 min
2.2 Rules Wizard	15 min
2.3 Filtering a View	15 min
Review Exercise	15 min
<b>Using Advanced Message Features</b>	<b>90 min</b>
3.1 Organizing Messages	25 min
3.2 Using Signatures and Stationery	15 min
3.3 Controlling Messages	20 min
3.4 Message Notifications	15 min
Review Exercise	15 min
<b>Personal Productivity</b>	<b>120 min</b>
4.1 Calendar	20 min
4.2 Contacts	20 min
4.3 Tasks	20 min
4.4 Forms and Templates	20 min
4.5 Mail	20 min
Review Exercise	20 min
<b>Sharing Folder Access and Archiving Outlook Items</b>	<b>100 min</b>
5.1 Working with Shared Folders	25 min
5.2 Delegating Folder Access	25 min
5.3 Archiving Outdated Items	25 min
Review Exercise	25 min

