

Microsoft Outlook 2019 – Level 2: Instructor Setup Guide

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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

