

Learn Microsoft® Outlook® 2010 Step by Step, Level 3

Student Guide

To install the Microsoft Office 2010 software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM (512 MB recommended for Microsoft Outlook 2010 Instant Search; 1 gigabyte (GB) required for Microsoft Word 2010 grammar and contextual spelling features)
- CD or DVD drive
- 3 GB available hard disk space

Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.

- 1024 × 768 or higher-resolution monitor
- Keyboard and mouse or compatible pointing device
- Windows® 7, Windows Vista® with Service Pack 1 (SP1) or later, Windows XP SP3 or later, Windows Server® 2008, or Windows Server 2003 SP2 or later
- Internet connection for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Internet Explorer® 7 or later

In addition to the hardware, software, and connections required to run Microsoft Office 2010, you will need the following to successfully complete the exercises in this book:

- Microsoft Outlook 2010

Practice Files

While working through the exercises in this course, you will use some Outlook items that must be created in advance within your Outlook account. In addition, you will create Outlook items to use as practice files in later exercises.

A practice folder used in this instructor-led training is originally created in Course 50536A, *Learn Microsoft Outlook 2010, Level 2*. To complete the exercises in this course, this folder must be created within your Outlook account prior to beginning the course. The following table indicates items that must be created in advance for each module.

Module	Type of item	Practice files
1: Manage E-Mail Settings	Folder	SBS Messages folder
2: Work Remotely	None	None
3: Customize Outlook	None	None

The following table lists all the Outlook items you will use and create while working through the exercises in this course.

Module	Use these files and items	Create these files and items
1: Manage E-Mail Settings	You provide: SBS Messages folder	SBS Alert Test 1 message SBS rule
2: Work Remotely	None	None
3: Customize Outlook	None	None