

Outlook 2013 Training and Resources

We are one month away from completing our migration from GroupWise to Office 365 and Outlook 2013.

We have posted some training resources for your review on our [Outlook Training and Resources](#) web page. We ask that you take a moment to visit the site to select the best option(s) for you to learn more about the Outlook Client and how it can assist you in your role.

Included on this web page:

1. **Migration Checklist:** A checklist to ensure that you are prepared for when your account is upgraded to Outlook.
2. **Quick Start Card:** providing a high level overview of Outlook (**Please note** that the card references Outlook 2016, but the content is the same).
3. **Outlook 2013 Client User Guide:** a full user guide outlining step by step information in using various features in Outlook.
4. Links to **Video Tutorials:** most videos are 3 minutes or less, for those individual who are seeking instructions or guidance on specific Outlook features.
5. Information about the **“Workshop: Getting Started with Outlook 2013 Client”** (1.5 hours). There are 11 in-class sessions scheduled with various dates and times. Please sign-up for one of these course workshops if they are of interest.
6. Information about the **“Workshop: Utilizing the Advanced Features of Outlook 2013 Client”** (1.5 hours). There are 8 in-class sessions scheduled with various dates and times. Please sign-up for one of these course workshops if they are of interest.

We encourage you to take a moment to become familiar with the training and resources available as we migrate to Outlook Client.