

Microsoft Outlook for Office 365: Part 1

Course Summary

Description

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information among employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Outlook® to handle the messages and meeting invitations sent among employees.

In this course, you will use Outlook to send, receive, and manage email messages; manage your contact information; schedule appointments and meetings; create tasks and notes for yourself; and customize the Outlook interface to suit your working style.

Note : Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Outlook on the Web and OneDrive®. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course is the first in a series of two Microsoft® Outlook® courses. It will provide you with the basic skills you need to start using Outlook to manage your email communications, contact information, calendar events, tasks, and notes.

This course may be a useful component in your preparation for the **Microsoft Outlook (Microsoft 365 Apps and Office 2019): Exam MO-400** certification exam.

Objectives

By the end of this course, students will be able to:

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files to and insert illustrations in messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with contacts.
- Create appointments and schedule meetings in the calendar.
- Create and work with tasks and other apps.

Topics

- Getting Started with Outlook
- Formatting Messages
- Working with Attachments and Illustrations
- Customizing Message Options
- Organizing Messages
- Managing Contacts
- Working with the Calendar
- Working with Tasks and Other Apps

Microsoft Outlook for Office 365: Part 1

Course Summary (cont)

Audience

This course is intended for those with a basic understanding of Microsoft Windows® and who need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take the following Logical Operations course:

- *Using Microsoft® Windows® 10 (Second Edition)*

Duration

One day

Microsoft Outlook for Office 365: Part 1

Course Outline

- I. Getting Started with Outlook*
 - A. Navigate the Outlook Interface
 - B. Work with Messages
 - C. Access Outlook Help
 - D. Navigate Outlook on the Web
- II. Formatting Messages*
 - A. Add Message Recipients
 - B. Check Spelling and Grammar
 - C. Format Message Content
- III. Working with Attachments and Illustrations*
 - A. Attach Files and Outlook Items
 - B. Add Illustrations to Messages
 - C. Manage Automatic Message Content
- IV. Customizing Message Options*
 - A. Customize Reading Options
 - B. Track Messages
 - C. Recall and Resend Messages
- V. Organizing Messages*
 - A. Mark Messages
 - B. Organize Messages in Folders
- VI. Managing Contacts*
 - A. Create and Edit Contacts
 - B. View and Print Contacts
- VII. Working with the Calendar*
 - A. View the Calendar
 - B. Create Appointments
 - C. Schedule Meetings
 - D. Print the Calendar
- VIII. Working with Tasks and Other Apps*
 - A. Create Tasks
 - B. Work with Other Apps