

Outlook for Office 365 Introduction

Length: 1 Day

Summary: 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.

Course Objectives: In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks.

You will:

- 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 notes.

COURSE CONTENT

Lesson 1: Getting Started with Outlook

Topic A: Navigate the Outlook Interface
Topic B: Work with Messages
Topic C: Access Outlook Help
Topic D: Outlook on the Web

Lesson 2: Formatting Messages

Topic A: Add Message Recipients
Topic B: Check Spelling and Grammar
Topic C: Format Message Content

Lesson 3: Working with Attachments and Illustrations

Topic A: Attach Files and Items
Topic B: Add Illustrations to Messages
Topic C: Manage Automatic Message Content

Lesson 4: Customizing Message Options

Topic A: Customize Reading Options
Topic B: Track Messages
Topic C: Recall and Resend Messages

Lesson 5: Organizing Messages

Topic A: Mark Messages

Topic B: Organize Messages Using Folders

Lesson 6: Managing Contacts

Topic A: Create and Edit Contacts

Topic B: View and Print Contacts

Lesson 7: Working with the Calendar

Topic A: View the Calendar

Topic B: Create Appointments

Topic C: Schedule Meetings

Topic D: Print the Calendar

Lesson 8: Working with Tasks and Notes

Topic A: Create Tasks

Topic B: Create Notes

Appendix A: Mapping Course Content to Outlook Associate (Office 365 and Office 2019): Exam MO-400

Appendix B: Microsoft® Outlook® Common Keyboard Shortcuts