Outlook for Office 365 Introduction

Length: 1/2 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.

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.

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