

# microsoft outlook Introduction

## PROGRAM OVERVIEW:

Microsoft Outlook 365 incorporates some new features that will help make managing your email and personal information easier than ever. This course will help you get comfortable with the Microsoft 365 interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and working with notes.

## COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, but can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft Outlook 365: Advanced course. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

## TOPICS:

### Getting Started with Outlook 365

To begin this course, you'll learn how to navigate the Outlook interface, perform basic e-mail functions, and use Outlook help (including the new Tell Me feature).

- Navigating the Outlook Interface
- Performing Basic Email Functions
- Using Outlook Help

### Managing Your Messages

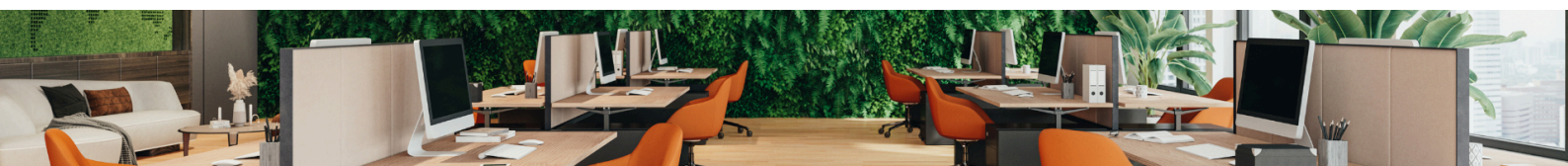
This lesson focuses on managing messages using tags, flags, and other commands, as well as organising messages using folders.

- Managing Messages Using Tags, Flags, and Other Commands
- Organising Messages Using Folders

### Composing Messages

This lesson covers how to create an e-mail message, check spelling and grammar, and format message content. Then, you'll learn about email attachments, enhancing messages, and managing automatic message content.

- Creating an Email Message
- Checking Spelling and Grammar
- Formatting Message Content
- Attaching Files and Items
- Enhancing an Email Message
- Managing Automatic Message Content



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### Reading and Responding to Messages

Next, you'll learn how to customise reading options, work with attachments, and manage message responses.

- Customising Reading Options
- Working with Attachments
- Managing Your Message Responses

### Managing Your Calendar

In this lesson, you'll learn how to view and print the calendar, as well as how to manage appointments and meetings.

- Viewing the Calendar
- Managing Appointments
- Managing Meetings
- Printing Your Calendar

### Managing Your Contacts

How to create, update, view, and organise contacts using the People workspace will be covered in this lesson.

- Creating and Update Contacts
- Viewing and Organize Contacts

### Working with Tasks and Notes

This lesson is all about managing tasks and notes.

- Creating Tasks
- Managing Tasks
- Managing Notes

### Customising the Outlook Environment

This final lesson covers how to customise the Outlook interface, as well as creating and managing Quick Steps.

- Customising the Outlook Interface
- Creating and Manage Quick Steps

