



Microsoft Outlook for Office 365

Desktop or Online: Level 1

Course ID #: 7000-828-ZZ-Z

Hours: 7

Course Content

Course Description:

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.

Course Objectives:

Upon successful completion of this course students 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 other apps.



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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 course:

Using Microsoft Windows 10 (Second Edition)

Target 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.

Topics:

Lesson 1: Getting Started with Outlook

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help
- Navigate Outlook on the Web

Lesson 2: Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Lesson 3: Working with Attachments and Illustrations

- Attach Files and Outlook Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Lesson 4: Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Lesson 5: Organizing Messages

- Mark Messages
- Organize Messages in Folders

Lesson 6: Managing Contacts

- Create and Edit Contacts
- View and Print Contacts

Lesson 7: Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Lesson 8: Working with Tasks and Other Apps

- Create Tasks
- Work with Other Apps

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535