



# Using the Outlook® Web Apps in Microsoft®

## Office 365™

Course ID #: 7000-578-ZZ-Z

Hours: 2

## Course Content

### Course Description:

Using the online components of Outlook®, you have the flexibility to read your email and calendar from any computer with an Internet connection. This course will also show you how to fully integrate your desktop apps by adding your Office 365 email account to Outlook 2013 or 2016.

### Target Student:

This course is intended for business users and knowledge workers in a variety of roles and fields who have competence in a desktop-based installation of the Microsoft Office 2010, 2013, or 2016 edition of the Microsoft Office productivity suite, and who are now extending Microsoft Office to a collaborative cloud-based Office 365 environment.

### Topics:

#### Lesson 1: Using the Outlook Web Apps

##### Topic A: Use the Email Web App

- Outlook Web Apps vs. Outlook 2013 or 2016
- How to Open the Outlook Web Apps
- How to Send and Receive Email
- Receiving and Sending Messages in the Mail Web App

##### Topic B: Manage Contacts

- People Web App
- How to Import Contacts from Outlook 2013 or 2016
- Importing Contacts from Outlook 2013 or 2016
- How to Add and Delete Contacts
- Adding and Deleting Contacts
- How to Create a Distribution Group
- Creating a Distribution Group

##### Topic C: Use the Calendar Web App

- Open the Calendar Web App
- How to Add and Delete Calendar Items
- Creating Calendar Items
- Sharing Your Calendar
- How to Add a Calendar
- Different Views with Multiple Calendars
- Adding a Calendar
- Outlook Web Apps Options
- How to Change Calendar Settings
- Changing Calendar Settings

##### Topic D: Personalize Your Outlook Web Apps

- Control Your Outlook Web Account Settings
- How to Control Your Outlook Web Account Settings
- Creating an Automatic Reply
- Changing the Theme