PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Outlook Essentials Training

REQUEST QUOTE

1.0 DAY COURSE

This Microsoft Office 365 Outlook Essentials Training course teaches you the skills to use this e-mail management and collaboration component of the web-based Microsoft Office 365 suite. Learn how to better manage your emails as well as your appointments and tasks using any device from anywhere with an internet connection.

After completing this hands-on workshop, you will have learned to: understand the Outlook 365 browser interface, check and filter messages, attach a file or insert a picture in a message, use automatic replies, use the task list, dates and reminders, work with contacts and groups and much more.

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

With Office 365, you can access your inbox anywhere from any computer that has an Internet connection and a web browser. In the Office 365 Outlook web app, you can collaborate and keep up to date with built in tools that Outlook is known for.

The Office 365 experience is designed to render your documents and emails to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

Outcomes

By the end of this course, participants will:

- Understand the Outlook 365 browser interface
- Open and close the Outlook 365 web app
- Understand IM settings
- Filter messages
- Check messages
- Create, rename, move, and delete folders
- Understand Junk Mail options

- Use the address book
- Attach a file or insert a picture in a message
- View message details
- Flag or categorize an item
- Create rules
- Use automatic replies
- Create a group
- Create appointments and meeting requests
- Share the calendar
- Work with contacts and groups
- Use the task list
- Use dates and reminders

Modules

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Using Outlook's Organizational Tools

- Flagging an Item for Follow-up
- Using Categories
- Performing a Simple Search
- Performing a Complex Search
- Creating a Basic Rule
- Creating an Advanced Rule
- Module Seven: Review Questions

Lesson 3: Welcome to Office 365 Outlook

- The Home Page
- Opening Outlook
- Understanding the Outlook 365 Interface
- About IM
- Selecting a Theme
- Closing Outlook
- Module Two: Review Questions

Lesson 4: Outlook Options

- About the Outlook Options
- Setting Automatic Replies
- Creating a Group
- Creating a Signature
- Module Eight: Review Questions

Lesson 5: Working with Your Inbox (I)

- Viewing Your Inbox
- Filtering Messages
- Checking Messages
- Marking an Item Read or Unread

Lesson 6: An Introduction to the Calendar

- Getting Started
- Creating an Appointment
- Changing Your Calendar View

- Replying to or Forwarding a Message from the Inbox
- Ignoring Conversations
- Module Three: Review Questions

- Creating a Meeting Request and Using the Scheduling Assistant
- Editing an Appointment
- Managing Reminders
- Sharing Your Calendar
- Module Nine: Review Questions

Lesson 7: Working with Your Inbox (II)

- Changing the View
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving and Deleting Folders
- Adding to Favorites
- About Junk Mail
- Module Four: Review Questions

Lesson 8: An Introduction to Contacts

- Getting Started
- About Importing Contacts
- Creating a New Contact
- Working with Contacts
- Creating a New Group
- Working with Groups
- Module Ten: Review Questions

Lesson 9: Creating a New E-Mail

- Creating an E-mail
- About the Address Book
- Finishing Your Message
- Attaching a File
- Inserting a Picture
- Sending the Message
- Module Five: Review Questions

Lesson 10: An Introduction to Tasks

- Getting Started
- Creating a New Task
- Setting a Date and Reminder
- Setting a Repeating Task
- Forwarding a Task
- Updating a Task Status
- Module Eleven: Review Questions

Lesson 11: Managing E-Mail Messages

- The Received Message Window
- Opening a Chat Message
- Viewing Message Details
- Printing a Message
- Deleting an E-Mail
- Module Six: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

Phone:

Email: