

# MICROSOFT OUTLOOK 365: PART 1

Course Code: 821481

By the end of this course, users should be comfortable with using and customizing the Outlook 365 interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and working with notes.

This new version of Outlook incorporates some new features that will help make managing your email and personal information easier than ever.

This course is intended to help all novice computer users get up to speed with Outlook quickly. This manual will also help more experienced users who have little to no experience with Outlook and the ribbon interface.

**Most of the features Microsoft incorporated in [Office 2019](#) already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.**

## What You'll Learn

- Getting Started with Outlook 365
- Composing Messages
- Reading and Responding to Messages
- Managing Your Messages
- Managing Your Calendar
- Managing Your Contacts
- Working with Tasks and Notes
- Customizing the Outlook Environment

## Who Needs to Attend

By the end of this course, users should be comfortable with using and customizing the Outlook 365 interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and working with notes.

## Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Outlook is necessary.

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Getting Started with Outlook 365**

- Topic A: Navigate the Outlook Interface
- Topic B: Perform Basic Email Functions
- Topic C: Use Outlook Help

### **Lesson 2: Composing Messages**

- Topic A: Create an Email Message
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content
- Topic D: Attach Files and Items
- Topic E: Enhance an Email Message
- Topic F: Manage Automatic Message Content

### **Lesson 3: Reading and Responding to Messages**

- Topic A: Customize Reading Options
- Topic B: Work with Attachments
- Topic C: Manage Your Message Responses

### **Lesson 4: Managing Your Messages**

- Topic A: Manage Messages Using Tags, Flags, and Other Commands
- Topic B: Organize Messages Using Folders

### **Lesson 5: Managing Your Calendar**

- Topic A: View the Calendar
- Topic B: Manage Appointments
- Topic C: Manage Meetings
- Topic D: Print Your Calendar

### **Lesson 6: Managing Your Contacts**

- Topic A: Create and Update Contacts
- Topic B: View and Organize Contacts

## **Lesson 7: Working with Tasks and Notes**

- Topic A: Create Tasks
- Topic B: Manage Tasks
- Topic C: Manage Notes

## **Lesson 8: Customizing the Outlook Environment**

- Topic A: Customize the Outlook Interface
- Topic B: Create and Manage Quick Steps

# MICROSOFT OUTLOOK 365: PART 1

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Getting Started with Outlook 365**

- Topic A: Navigate the Outlook Interface
- Topic B: Perform Basic Email Functions
- Topic C: Use Outlook Help

### **Lesson 2: Composing Messages**

- Topic A: Create an Email Message
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content
- Topic D: Attach Files and Items
- Topic E: Enhance an Email Message
- Topic F: Manage Automatic Message Content

### **Lesson 3: Reading and Responding to Messages**

- Topic A: Customize Reading Options
- Topic B: Work with Attachments
- Topic C: Manage Your Message Responses

### **Lesson 4: Managing Your Messages**

- Topic A: Manage Messages Using Tags, Flags, and Other Commands
- Topic B: Organize Messages Using Folders

### **Lesson 5: Managing Your Calendar**

- Topic A: View the Calendar
- Topic B: Manage Appointments
- Topic C: Manage Meetings
- Topic D: Print Your Calendar

### **Lesson 6: Managing Your Contacts**

- Topic A: Create and Update Contacts
- Topic B: View and Organize Contacts

## **Lesson 7: Working with Tasks and Notes**

- Topic A: Create Tasks
- Topic B: Manage Tasks
- Topic C: Manage Notes

## **Lesson 8: Customizing the Outlook Environment**

- Topic A: Customize the Outlook Interface
- Topic B: Create and Manage Quick Steps

Jul 24 - 24, 2025 | 9:00 AM - 5:00 PM EDT



# MICROSOFT OUTLOOK 365: PART 1

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PRIVATE GROUP TRAINING

1 Day

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