COURSE OUTLINE

Microsoft Outlook 365: Part 1

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day(s)	Advanced	In Class/ VITL	N/A	Microsoft

Course Overview

This course is intended to help all novice computer users to quickly get up to speed with Outlook 365 Online.

By the end of this course, students should be comfortable using Outlook 365 Online in their day-to-day workflow. Key learning areas will include creating and sending messages, managing contacts, using the calendar, and managing tasks.

Topics

Getting started

In this first lesson, students will learn how to get started with Microsoft Outlook 365 online. We cover logging in, using the interface, the purpose of each workspace, and how to customize some Outlook's most common features. We also start learning how to view and manage email messages.

- Getting Started with Outlook365 Online
- The Outlook 365 Online Workspaces
- Viewing E mail Messages
- Customizing Outlook

Working with Email Messages

Next, students will learn all about email messages, from creating and responding to them, to managing the messages they receive.

- Creating and Sending Email Messages
- Responding to Messages
- Managing Messages — Part One
- Managing Messages — Part Two

Organizing Email

This lesson looks at ways to organize email. Students will become comfortable using folders, categories, viewing settings, and using Outlook tools to manage email messages.

- Managing Folders
- Using Categories
- Using Viewing Tools
- Cleaning Up Messages

Using the Calendar Workspace

Using the workspace's features, creating simple and complex events, using the Event window, and modifying events are all covered in this lesson. We also look at sharing your calendar as well as viewing and managing other calendars.

- Getting Started
- Working with Events
- Using the Event Window — Part One
- Using the Event Window — Part Two
- Using Shared Calendars

Using the People Workspace

Students will learn how to create and manage contacts and contact lists and, how to customize the People workspace to suit their workflow.

- Getting Started
- Working with Contacts
- Using Contact Lists

Using the Tasks Workspace

In the final lesson, using the Tasks workspace to view, create, and manage tasks is discussed.

- Getting Started
- Working with Tasks
- Managing Tasks

Exams and Certifications

Notes and Annotations

What is Next