

Microsoft Outlook for Office 365 (Desktop or Online) - Part 1

Course Overview

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This is a 1-day class

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.



This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

Who Should Attend

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.

Course Objectives

In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks.

You will:

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files and insert illustrations to 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 Calendar.
- Create and work with Tasks and Notes.

Other Prerequisites

To ensure your success, you will need to have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders. You can obtain this level of skills and knowledge by taking the following course:

Using Microsoft® Windows® 10

Course Outline

1 GETTING STARTED WITH OUTLOOK

- Topic A: Navigate the Outlook Interface
- Topic B: Work with Messages
- Topic C: Access Outlook Help
- Topic D: Outlook on the Web

2 FORMATTING MESSAGES

- Topic A: Add Message Recipients
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content

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3 WORKING WITH ATTACHMENTS AND ILLUSTRATIONS

Topic A: Attach Files and Items
Topic B: Add Illustrations to Messages
Topic C: Manage Automatic Message Content

4 CUSTOMIZING MESSAGE OPTIONS

Topic A: Customize Reading Options
Topic B: Track Messages
Topic C: Recall and Resend Messages

5 ORGANIZING MESSAGES

Topic A: Mark Messages
Topic B: Organize Messages Using Folders

6 MANAGING CONTACTS

Topic A: Create and Edit Contacts
Topic B: View and Print Contacts

7 WORKING WITH THE CALENDAR

Topic A: View the Calendar
Topic B: Create Appointments
Topic C: Schedule Meetings
Topic D: Print the Calendar

8 WORKING WITH TASKS AND NOTES

Topic A: Create Tasks
Topic B: Create Notes