

# ME-OUT365PT1: MICROSOFT OUTLOOK 365 PART 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

## INTRODUCTION

Welcome to the first part of our Microsoft Office Outlook 365 courseware. 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.

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information among employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft Outlook to handle the messages and meeting invitations sent among employees.

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.

Note: Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Outlook on the Web and OneDrive®. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

## AUDIENCE PROFILE

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.

## PREREQUISITES

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take any one or more of the following Logical Operations courses:

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

## COURSE OBJECTIVES

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files to and insert illustrations in 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 the calendar.
- Create and work with tasks and notes.

## COURSE CONTENT

### Lesson 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

### Lesson 2: Formatting Messages

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

### Lesson 3: Working with Attachments and Illustrations

- Topic A: Attach Files and Items

- Topic B: Add Illustrations to Messages
- Topic C: Manage Automatic Message Content

### Lesson 4: Customizing Message Options

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

### Lesson 5: Organizing Messages

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

### Lesson 6: Managing Contacts

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

### Lesson 7: Working with the Calendar

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

### Lesson 8: Working with Tasks and Notes

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

## ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.