combinedknowledge

Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

MICROSOFT OUTLOOK INTRODUCTION

Course Duration: 1/2 Day

Overview

The Microsoft Outlook introduction course will provide delegates with the knowledge, skills, and practical use for their day-to-day work. The introduction level will cover how to create emails, meetings, tasks, notes, and use some of the Outlook tools.

.

Audience

The Outlook training is suitable for complete beginners and existing users in Outlook who are self-taught.

Prerequisites

No previous knowledge or experience of Microsoft Outlook is required, experience using Microsoft Office applications such as Teams, Excel and Word would be an advantage but not necessary.

Objectives

After attending the training, you will be able to:

- Send and receive emails
- Manage emails and folders
- Use Calendars
- Use Tasks and Notes
- Use Outlook tools

The course will cover the following content

Introduction

- An overview of the screen Tabs and Ribbons
- Using Dialog Box Launchers
- Using the Quick Access toolbar
- Customizing the Quick Access toolbar
- Using the Mini toolbar
- Increase and decrease magnification
- Outlook Bar
- Folder Pane
- Reading Pane
- Message Preview
- Add Columns
- To Do Bar
- Focussed Inbox
- Outlook Today page

E-mail messages

- Arranging, Sorting and Grouping Messages
- Create a message
- Address a message
- Delete messages
- Saving draft messages
- Format message text
- Track e-mail messages
- Set the priority of a message
- Send messages
- Resend messages
- Save, open and send attachments
- Insert Items to a message
- Hyperlink attachments
- Using the Attachment previewer
- Saving a File attachment or more than one attachment
- Receive and read a message
- Flag a message and flag with a reminder
- Reply to a message
  - Reply using Preview pane
- Forward a message
- Use e-mail as a voting tool
- Using Office Clipboard
- Quick Steps – email To Manager \ Team
- Creating Quick Steps
- Using Categorise
- Assigning a Category to Outlook Items
  - Modifying the colour Categories
  - Using the Quick click Category
- Searching messages
  - Quick search
  - Using the Search Tools tab
  - Using an Advanced Find
- Using Spell checker
- Using Thesaurus

Calendars

- Using the calendar pane
- Using Calendar views
- Create and edit appointments
- Create Teams meeting
- Set reminders
- Events
- Recurring appointments/events
- Plan a meeting with others

- o Accepting or Declining meeting requests
- o Proposing a new meeting time
- o Responding to a new time proposal
- o Tracking meeting responses
- o Updating a meeting
- o Cancelling a meeting
- Copy and move appointments
- Sharing your calendar
- Viewing others calendar
- Send calendar via email
- Delegate permissions" Calendar"
- Inserting holidays
- Create Group schedules
- Print the calendar
- Viewing appointments in the To Do Bar

Tasks

- Using
- Add a detailed task
- Create a recurring task
- Marking a Task as complete
- Assigning tasks
- Sending Task status report
- Delete task
- Viewing Tasks in the o Do Bar

Contacts

- Add/edit a contact
- Save contacts form an email message
- Delete a contact
- Print contacts
- Sort contact
- Send email to contact

Notes

- Creating & edit note
- Colouring a Note
- Printing
- Forwarding note
- Deleting note

Outlook tools

- Creating distribution list
- Creating a Signature
  - o Selecting default Signatures
  - o Inserting a Signature
- Use Automatic replies (Out of office assistant)
- Assign folders to Favorites pane
- Creating folders
  - o Creating a New folder
  - o Move messages to a different folder
  - o Deleting a folder or a message
  - o Emptying the Deleted Items folder
  - o Recovering deleted items
- Using Conditional formatting (email colours)
- Regular house keeping
- Block Sender (Junk)

Working with Multiple E-mail Accounts

- Setting up additional e-mail accounts

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

Office 365 Users

- Microsoft Word – Introduction to Advanced

- Microsoft Excel – Introduction to Advanced

- Microsoft Outlook Introduction

- Microsoft PowerPoint Introduction

- Microsoft Project Introduction

- Office 365 Power User

- Rapid Upskill for Office 365

- Power Automate

- Power Apps

- Power BI

SharePoint Power Users

- SharePoint Online Power User

- Nintex Workflow

- Nintex Forms

SharePoint Farm Administrators

- Core Skills for Server Administrators

- Advanced Infrastructure

- Office 365 Identities and Services

SharePoint Developers

- Developer Track