



Education and Support for SharePoint, Office 365 and Azure  
[www.combined-knowledge.com](http://www.combined-knowledge.com)

## COURSE OUTLINE

# BITESIZED MICROSOFT OUTLOOK

Course Duration: 2 hours

## Overview

Outlook tips and tricks you may never have known.

## Audience

Become more efficient in Outlook and learn about the valuable features that more people should use.

## Prerequisites

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

## The course will cover the following content:

- Outlook navigation (reading pane, to do bar, People pane and closing windows)
- View unread messages
- Filter emails (see all attachments or important emails)
- Search employees
- Create Auto signature
- Out of Office
- Flag emails
- Distributions list
- Apply conditional formatting to unread message
- Create emails with the following functionality reminders, delay delivery and voting buttons
- Quick Parts
- Recall message and resend
- Recover deleted message
- Use Rules (rules to automatically sort emails and stop receiving irrelevant emails)
- Clean Up folders
- Categories
- Using the Search tools
- Useful Outlook Shortcuts
- Calendar appointment (Teams)
- Share Calendar
- Create digital Note

## 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

- 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



Your On Demand  
Office 365  
Training Platform

