PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Outlook Essentials Training

5808 8521

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1.0 DAY COURSE

With Microsoft Office 365 Outlook, you can access your inbox anywhere from any computer that has an internet connection and a web browser. This useful tool provides its users the freedom to work from anywhere. This is a great tool for communication, time and information management and collaboration. It is employed to create, organize and track several types of items such as email messages, contacts, appointments and tasks.

At the completion of this course, you will have a deeper understanding of the outlook 365 interface and proficiently use this web application to complete e-mail tasks, learn the basics of creating, sending, saving, printing, and managing emails, become efficient at creating appointments, tasks, and reminders, planning meetings and events and much more!

This training course is now available in Hong Kong.

This Microsoft Office 365 Outlook Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

What You'll Gain:

In this Outlook 365 Essentials course, participants will learn new features of this web application that offers the ability to access and write e-mails from any computer that has WiFi and a browser. The basics of creating and working with e-mails will also be taught. At the completion of this course, users of this software will be able to proficiently move around the interface to create e-mails, appointments, and tasks. Knowledge of organization capabilities will advance with the ability to group related e-mails and data into folders. Users will also customize their profile with a signature and formatting options.

The Office 365 experience is designed to render your documents and emails to look exactly like they would when printed, from nearly anywhere in the world. This tool provides its users the freedom to work from anywhere.

Outcomes

In this course, participants will:

- Gain the ability to access and write e-mails from anywhere
- Understand the Outlook 365 interface and proficiently use this web application to complete e-mail tasks
- Learn the basics of creating, sending, saving, printing, and managing emails
- Become efficient at creating appointments, tasks, and reminders to plan meetings, events, and the day
- Understand how to use the instant message option to collaborate with others
- Learn to use junk mail filters to increase productivity
- Organize and group e-mails with folders
- Learn how to personalize profiles with a Signature and formatting options
- Understand how to store contact information about co-workers, collaborators and prospects, including organizing with grouping options

Modules

Lesson 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Lesson 2: Welcome to Office 365 Outlook

- The Home Page
- Opening Outlook
- Understanding the Outlook 365 Interface
- About IM
- Selecting a Theme
- Closing Outlook
- Lesson Two: Review Questions

Lesson 3: Working with Your Inbox (I)

- Viewing Your Inbox
- Filtering Messages
- Checking Messages
- Marking an Item Read or Unread
- Replying to or Forwarding a Message from the Inbox
- Ignoring Conversations
- Lesson Three: Review Questions

Lesson 4: Working with Your Inbox (II)

- Changing the View
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving and Deleting Folders
- Adding to Favorites
- About Junk Mail
- Lesson Four: Review Questions

Lesson 5: Creating a New E-Mail

Lesson 6: Managing E-Mail Messages

- Creating an E-mail
- About the Address Book
- Finishing Your Message
- Attaching a File
- Inserting a Picture
- Sending the Message
- Lesson Five: Review Questions

- The Received Message Window
- Opening a Chat Message
- Viewing Message Details
- Printing a Message
- Deleting an E-Mail
- Lesson Six: Review Questions

Lesson 7: Using Outlook's Organizational Tools

- Flagging an Item for Follow-up
- Using Categories
- Performing a Simple Search
- Performing a Complex Search
- Creating a Basic Rule
- Creating an Advanced Rule
- Lesson Seven: Review Questions

Lesson 8: Outlook Options

- About the Outlook Options
- Setting Automatic Replies
- Creating a Group
- Creating a Signature
- Lesson Eight: Review Questions

Lesson 9: An Introduction to the Calendar

- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Creating a Meeting Request and Using the Scheduling Assistant
- Editing an Appointment
- Managing Reminders
- Sharing Your Calendar
- Lesson Nine: Review Questions

Lesson 10: An Introduction to Contacts

- Getting Started
- About Importing Contacts
- Creating a New Contact
- Working with Contacts
- Creating a New Group
- Working with Groups
- Lesson Ten: Review Questions

Lesson 11: An Introduction to Tasks

- Getting Started
- Creating a New Task
- Setting a Date and Reminder
- Setting a Repeating Task
- Forwarding a Task
- Updating a Task Status
- Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of the Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Talk to our expert team

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