Course Overview

The purpose of the Microsoft Outlook Basics training is to equip participants with fundamental skills in using Microsoft Outlook for efficient email communication, organization, and productivity. This training aims to help individuals effectively manage their email, contacts, appointments, and tasks while enhancing their overall efficiency in both personal and professional settings.

Audience Profile

This course is ideal for: Office Workers and Administrators. Students and Educators; Small Business Owners; Individuals Seeking Efficient Email Management; Anyone New to Microsoft Outlook

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Introduction to Microsoft Outlook

- What Is Microsoft Outlook?
- Launching Outlook and Navigating the Interface
- Setting Up Email Accounts
- Configuring Email Preferences

Lesson 2: Email Basics

- Composing and Sending Email Messages
- Managing Incoming Emails
- Working with Email Attachments
- Organizing Email Folders

Lesson 3: Email Organization and Search

- Creating and Managing Email Folders
- Email Rules and Filters
- Using Categories and Flags
- Efficient Email Search Techniques

Lesson 4: Contacts and Address Book

- Adding and Managing Contacts
- Creating Contact Groups
- Sharing and Syncing Contacts
- Using the Outlook Address Book

Lesson 5: Calendar and Appointments

- Navigating the Calendar
- Scheduling and Managing Appointments
- Setting Reminders and Notifications
- Sharing Calendars with Others

Lesson 6: Tasks and To-Do Lists

- Creating and Managing Tasks
- Using To-Do Lists
- Task Assignments and Tracking
- Task Prioritization

Lesson 7: Notes and Journal

- Creating Notes
- Using the Journal for Activity Tracking
- Storing Information Efficiently
- Integration with OneNote

Lesson 8: Email Signatures and Templates

- Creating Custom Email Signatures
- Using Email Templates
- Quick Parts and AutoText
- Efficiency Tips for Email Composition

Lesson 9: Settings and Preferences

- Customizing Outlook Settings
- Working with Multiple Email Accounts
- Advanced Email Configuration
- Backup and Data Management

Lesson 10: Email Security and Troubleshooting

- Recognizing and Handling Email Threats
- Email Safety Best Practices
- Troubleshooting Common Email Issues
- Data Recovery and Backup

Pre-Requisites

Required:
- Familiarity with a Windows-based computer