



Course Description and Outline

Outlook 365 Essential Tips & Tricks

Days: Half-day (3 hrs.)

Prerequisites: Windows Introduction, or equivalent experience

Description: This half-day class covers the basic features of the desktop version of Outlook, with a focus on time saving tips. You will learn how to navigate between Mail, Calendar, and People, create and manage email, create signatures, manage Automatic Replies, create calendar items, share and access shared calendars, create contacts and search the Global Address List.

Unit 1: Getting Started

- An introduction to Outlook
- Email address lookup and completion

Unit 2: Outlook mail

- Creating and sending messages
- Email options
- Working with messages
- Handling and previewing attachments
- Drag and drop between Navigation bar folders

Unit 3: Managing appointments, events, and Meeting invitations

- Using Calendar Views
- Working with appointments
- Modifying appointments
- Working with events
- Working with Meeting invitations

Unit 4: Email management

- Exploring Outlook Today
- Organizing the Inbox
- Searching for email
- Flag for Follow-up
- Rules to move emails
- Hyperlinks vs. Attachments
- Using Public folders or SharePoint folders

Unit 5: Suggested Settings

- Outlook tips and suggested settings