

Microsoft Outlook



Online Course



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Microsoft Outlook

Course Modules

1:Manage Outlook settings and processes

Customize Outlook settings

- Change the display of messages, calendar items, etc.,s
- Add accounts
- Configure automatic replies

Configure mail settings

- Specify default fonts for new messages and responses
- Customize reply message settings
- Create, assign, and modify signatures

Perform search operations

- Create search folders
- Search for messages, calendar items, contacts, and tasks
- Search by using advanced find

Print and save information

- Print message, calendar, contact, and task information
- Save message attachments
- Preview message attachments
- Save messages in alternative formats



2. Manage messages

Create messages

- Add or remove message attachments
- Designate recipients by using CC and BCC
- Use @mention to get someone's attention
- Forward and reply to messages
- Flag outgoing messages for follow up
- Set the importance and sensitivity of outgoing messages

Insert message content

- Insert hyperlinks
- Insert images
- Add signatures to individual messages

Organize and manage messages

- Sort messages
- Create folders
- Move messages between folders
- Categorize messages
- Flag received messages
- Ignore conversations
- Change the display of messages



3. Manage schedules

Create and manage calendars

- Set calendar work times
- Manage multiple calendars

Create appointments, meetings and events

- Create recurring calendar items
- Cancel meetings
- Create calendar items from messages
- Set calendar item times and time zones
- Set up meetings by using the scheduling assistant
- Set availability for calendar items

Organize and manage appointments, meetings, etc.,

- Forward calendar items
- Configure reminders
- Invite meeting participants
- Respond to invitations
- Update individual or recurring calendar items

4. Manage contacts and tasks

Create and manage contact records

- import contacts from external sources
- edit contact information
- share contacts



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Create and manage contact groups

- Create and delete contact groups
- Add contacts to existing contact groups
- Update contacts within contact groups
- Delete contact group members
- Create and manage tasks



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