



## Microsoft Outlook for Office 365 (Desktop or Online) - Part 1

### Summary

Length: 8 hours Level: Foundational

In this course, you will use Outlook to send, receive, and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself, and customize the Outlook interface to suit your working style. This course covers the Microsoft Office Specialist Program exam objectives to help you prepare for the Outlook Associate (Office 365 and Office 2019): Exam MO-400 certification exam.

### Learning Objectives

In this course, you will use Outlook to compose and handle your email communications and also manage your calendar, contacts, and tasks.

You will:

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.

### Course Outline

1. **Getting Started with Outlook**
  - Topic A- Navigate the Outlook Interface
  - Topic B- Work with Messages
  - Topic C- Access Outlook Help
  - Topic D- Outlook on the Web
2. **Formatting Messages**
  - Topic A- Add Message Recipients
  - Topic B- Check Spelling and Grammar
  - Topic C- Format Message Content
3. **Working with Attachments and Illustrations**
  - Topic A- Attach Files and Items
  - Topic B- Add Illustrations to Messages
  - Topic C- Manage Automatic Message Content
4. **Customizing Message Options**
  - Topic A- Customize Reading Options
  - Topic B- Track Messages
  - Topic C- Recall and Resend Messages
5. **Organizing Messages**
  - Topic A- Mark Messages
  - Topic B- Organize Messages Using Folders

**6. Managing Contacts**

Topic A- Create and Edit Contacts

Topic B- View and Print Contacts

**7. Working with the Calendar**

Topic A- View the Calendar

Topic B- Create Appointments

Topic C- Schedule Meetings

Topic D- Print the Calendar

**8. Working with Tasks and Notes**

Topic A- Create Tasks

Topic B- Create Notes

**Audience**

This course is intended for those with a basic understanding of Microsoft Windows and who need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

**Prerequisites**

To ensure your success, you will need to have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders. You can obtain this level of skills and knowledge by taking the following course: Using Microsoft Windows 10