PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Office 365 Outlook Essentials Training - Online Instructor-led

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

Being able to use the cloud-based MS Office 365 Outlook program provides you the freedom to collaborate, communicate and manage your email communications, contacts and calendar from any device.

The 1-day, PD Training MS Office 365 Outlook Essentials Course teaches you the basic functions of Outlook such as managing your inbox, organising email folders, managing your calendar, creating and managing contacts and much more.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries - this is a powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience.

This hands-on training workshop is deivered LIve Online in the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

Contact us today for a group quote.

What You'll Gain:

In this Outlook 365 Essentials course, participants will learn the new features of this cloud-based, web application that offers you 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, contacts and meetings will also be taught. At the completion of this course, participants will be able to move around the interface proficiently to create e-mails, appointments and tasks. Knowledge of the program's organisational capabilities will be improved with the ability to group related e-mails and data into folders. Users will also customise 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 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, appointments and events
- Understand how to use the instant message option to collaborate with others
- Learn to use junk mail filters to increase productivity
- Organise and group e-mails with folders
- Learn how to personalise profiles with a Signature and formatting options
- Understand how to store contact information about co-workers, collaborators and prospects, including organising with grouping options

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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

Lesson 4: Working with Your Inbox (II)

- Changing the View
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving and Deleting Folders
- Adding to Favorites

- Ignoring Conversations
- Lesson Three: Review Questions
- About Junk Mail
- Lesson Four: Review Questions

Lesson 5: Creating a New E-Mail

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

Lesson 6: Managing E-Mail Messages

- 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 Organisational 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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