

## MICROSOFT OFFICE 365 OUTLOOK ESSENTIALS TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Being able to use Office 365 Outlook provides you the freedom to collaborate, communicate and manage your email communications from any device.

The PD Training MS Office 365 Outlook Essentials Training Course provides training in every basic function of Outlook such as using the inbox, organising email folders, using the interface, creating and managing emails and more. The course is designed to build a solid foundation in MS Office 365 Outlook skills so you can use it efficiently and effectively.

This hands-on training workshop is available now across New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a [group quote](#).

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## MICROSOFT OFFICE 365 OUTLOOK ESSENTIALS TRAINING COURSE OUTLINE

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### FOREWORD

In this Outlook 365 Essentials course, participants will learn new features of this web application that offers 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 will also be taught. At the completion of this course, users of this software will be able to proficiently move around the interface to create e-mails, appointments, and tasks. Knowledge of organisation capabilities will advance 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 its users the freedom to work from anywhere.

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### 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, events, and the day
  - ▶ 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

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### 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
- ▶ Ignoring Conversations
- ▶ Lesson Three: Review Questions

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### Lesson 4: Working with Your Inbox (II)

- ▶ Changing the View
- ▶ Creating Folders
- ▶ Moving Messages to Folders
- ▶ Renaming, Moving and Deleting Folders
- ▶ Adding to Favorites
- ▶ About Junk Mail
- ▶ Lesson Four: Review Questions

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### 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

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### 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

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### Lesson 7: Using Outlook's Organizational 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

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### Lesson 8: Outlook Options

- ▶ About the Outlook Options
- ▶ Setting Automatic Replies
- ▶ Creating a Group
- ▶ Creating a Signature
- ▶ Lesson Eight: Review Questions

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### 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

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### 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

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## 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

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## Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of the Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)