Microsoft Outlook Basic

Do you want to boost your office productivity in no time with Outlook? After this course you will be able to manage your email, calendar and contacts. During this course you will work within your own Outlook account (when possible) and after the course your inbox and calendar are clear and structured!

Course duration

The duration of the course is six hours completed in one day.

Audience and Prerequisites

This course is focused on the use of email and calendar management. Prerequisites for this course are general basic skills and knowledge of Word. Topics can be found in our Word basic course.

Summary

Explore Outlook

- What can you do with Outlook
- The button "Tell me what you want to do" (only in Office 2016)
- Screen exploring
- The navigation pane
- The To-Do bar
- The backstage

Mail

- Views
- Moving the reading pane
- Creating a new email message:
    - Addressing (BCC and FROM)
    - Subject
    - Text formatting
    - Check Spelling
- Options:
    - Attachment
    - Attach files from OneDrive, OneDrive for Business or SharePoint
    - Importance and sensitivity
    - Request delivery receipt and read receipt
    - Delay delivery
    - Other options
- Open and save attachments
- Replying email
- Printing email
- Searching in email

Structure mail

- Sort email
- Create folders
- Moving email to folders
- Categorize email
- Working with Search Folders

Calendar

- Views
- Creating an appointment
- Creating a recurring appointment
- Create meetings and invite
- Check availability
- Keep track on meeting invitations
- Printing a calendar

Extended possibilities

- Create and setup signatures
- Show week numbers in the calendar
- Automatic replies (Out of Office)
- Create and manage Rules
- Searching in calendar