OUTLOOK
Essentials

ON COURSE TRAINING

About this course

This course teaches all the essentials to get started in Outlook.

You'll learn how to customise the Outlook screen to suit the way you like to work, create and send emails, attach documents and apply send options.

As well as emails, you'll also learn how to setup a contacts list, create tasks and appointments and schedule meetings with colleagues.

What you'll learn

The Basics
- The Outlook screen
- The Ribbon
- Help
- Navigation pane
- Outlook views

Quick Access Toolbar (QAT)
- Adding/removing buttons
- Moving the QAT

Mail items
- Inbox
- Sent items
- Drafts
- Creating an email
- Formatting messages
- Spell check
- Adding attachments
- Send options
- Sending from Word or Excel
- Receiving messages
- Conversations

Calendars
- Calendar views
- Creating appointments
- Modifying appointment
- Creating events
- Modifying events

Meetings
- Scheduling a meeting
- Meeting requests
- Rescheduling a meeting
- Deleting a meeting

Contacts
- Adding a contact
- Finding a contact
- Contact views

Tasks
- Creating tasks
- Flagging tasks
- Task List
- To-Do Bar
- Completing tasks

Get in touch

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Level — Introduction

Duration — One Day

Versions — 2016/2019 Office 365