



Introduction to O365 Outlook

Course Duration:

3 Hours / 1 Session

1 Get started with Outlook

- Getting to know the Outlook interface
- Quick Access Toolbar
- Navigation Pane and Navigation Bar
- View Pane
- The Ribbon
- Backstage view

2 Send and receive emails

- View email
- Create and send email
- Delay or schedule sending email messages
- Set a message expiration date
- Save or don't save drafts of unsent messages
- Sent file attachment with email
- Reply to or forward email
- Open, preview, or save email attachment
- Send automatic reply email
- Recall or replace a send email
- Delete and recover email
- Add and request read receipts and delivery notifications

3 Add and format text and images

- Add signatures to emails
- Add hyperlinks to emails
- Design personal stationery
- Save and reuse email content

4 Organize your email

- Clean up your inbox
- Block unwanted mail
- Set an email flag, reminder, or color
- Organize email by using folders
- Search and filter email
- Organize your inbox with rules

5 Manage Contacts

- Organize contacts into categories
- Create and use contact groups
- Import contacts
- Export contacts
- Use Outlook contacts for mail merge

6 Manage meetings

- View and customize calendars
- Schedule appointments
- Manage Meeting requests
- Schedule an online skype for business meeting
- Attach a file to a meeting invitation
- Take outlook meeting notes using OneNote

7 Manage calendars

- Search for calendar items
- Create calendar groups
- Open and view multiple calendars
- Email, share or print your calendar

8 Additional Topics

- Rules and junk email filtering
- Vacation and forwarding
- Mobile and web access
- Report Message: Junk, Phishing, Not Junk