Course Outline | Outlook Online

1 day(s)

Outlook Online is the cloud-based version of Microsoft's information management application. This course is intended to help all novice computer users get up to speed with Outlook Online quickly. By the end of this course, students should be comfortable using Outlook Online in their day-to-day workflow. Key learning areas will include creating and sending messages, managing contacts, using the calendar, and managing tasks.

Course Outline

Getting Started

- Getting Started with Outlook Online
- The Outlook Online Workspaces
- Viewing Email Messages
- Customizing Outlook

Working with Email Messages

- Creating and Sending Email Messages
- Responding to Messages
- Adding Items to a Message
- Managing Messages, Part One
- Managing Messages, Part Two

Organizing Email

- Managing Folders
- Using Categories
- Using Viewing Tools
- Cleaning Up Messages

Using the Calendar Workspace

- Getting Started
- Working with Events
- Using the Event Window, Part One
- Using the Event Window, Part Two
- Using Shared Calendars

Using the People Workspace

- Getting Started
- Working with Contacts
- Using Contact Lists

Using the Tasks Workspace

- Getting Started
- Working with Tasks
- Managing Tasks