SDT Online.net

Microsoft® Outlook® for Office 365™ (Desktop or Online): Part 1

Course Specifications

Course Number:

091139

Course Length:

1 day

Course Description

Overview:

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information among employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Outlook® to handle the messages and meeting invitations sent among employees.

In this course, you will use Outlook to send, receive, and manage email messages; manage your contact information; schedule appointments and meetings; create tasks and notes for yourself; and customize the Outlook interface to suit your working style.

Note : Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Outlook on the Web and OneDrive®. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course is the first in a series of two Microsoft® Outlook® courses. It will provide you with the basic skills you need to start using Outlook to manage your email communications, contact information, calendar events, tasks, and notes.

This course may be a useful component in your preparation for the **Microsoft Outlook (Microsoft 365 Apps and Office 2019): Exam MO-400** certification exam.

Course Objectives:

In this course, you will use Outlook to compose and handle your email communications and to manage your calendar, contacts, and tasks.

You will:

- Navigate Outlook to read and respond to email.
- Use the Address Book and format and spell check new messages.
- Attach files to and insert illustrations in messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with contacts.
- Create appointments and schedule meetings in the calendar.
- Create and work with tasks and other apps.

Target Student:

This course is intended for those with a basic understanding of Microsoft Windows® and who need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites:

To ensure your success, you should have end-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, manage files and folders, and access websites using a web browser. To obtain this level of skills and knowledge, you can take the following Logical Operations course:

- *Using Microsoft® Windows® 10 (Second Edition)*

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

Software requirements for all classroom computers:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft 365® license that includes the Microsoft Office desktop apps

  NOTE: This course requires that you have the desktop apps, so make sure that you have a license that provides you with access to the desktop apps. For example, the Microsoft 365 Business Basic subscription does *not* include the desktop apps.
- If necessary, software for viewing the course slides. (Instructor machine only.)
- If you want students to print paper copies of messages, printer drivers for any printers you make available to them.

Course Content

Lesson 1: Getting Started with Outlook

Topic A: Navigate the Outlook Interface

Topic B: Work with Messages

Topic C: Access Outlook Help

Topic D: Navigate Outlook on the Web

Lesson 2: Formatting Messages

Topic A: Add Message Recipients

Topic B: Check Spelling and Grammar

Topic C: Format Message Content

Lesson 3: Working with Attachments and Illustrations

Topic A: Attach Files and Outlook Items
Topic B: Add Illustrations to Messages
Topic C: Manage Automatic Message Content

Lesson 4: Customizing Message Options

Topic A: Customize Reading Options
Topic B: Track Messages
Topic C: Recall and Resend Messages

Lesson 5: Organizing Messages

Topic A: Mark Messages
Topic B: Organize Messages in Folders

Lesson 6: Managing Contacts

Topic A: Create and Edit Contacts
Topic B: View and Print Contacts

Lesson 7: Working with the Calendar

Topic A: View the Calendar
Topic B: Create Appointments
Topic C: Schedule Meetings
Topic D: Print the Calendar

Lesson 8: Working with Tasks and Other Apps

Topic A: Create Tasks
Topic B: Work with Other Apps

Appendix A: Mapping Course Content to Microsoft Outlook (Microsoft 365 Apps and Office 2019): Exam MO-400

Appendix B: Microsoft® Outlook® Common Keyboard Shortcuts