

# Outlook - Fundamentals

# **Description**

In today's professional world, effective email management is a critical challenge. Microsoft Outlook stands out as the essential tool for organizing your communications and schedule. This Outlook training enables you to quickly acquire the fundamental skills.

# Master Outlook fundamentals in just a few hours

Our Outlook course is specifically designed for beginners. You'll discover how to leverage the main features of this application. You'll learn to manage your emails professionally. Additionally, you'll know how to organize your calendar and contacts effectively.

This hands-on training guides you step by step through the Outlook interface. As a result, you'll save valuable time every day. You'll master techniques to process your emails quickly. Furthermore, you'll discover how to automate repetitive tasks using rules and alerts.

#### **Course Content**

# Module 1: Environment and configuration

- Outlook's interface
- Navigating in Outlook
- Managing absences
- · Customizing the message list display
- · Creating new folders
- Managing printing options

# Module 2: Using the mailbox

- Creating, sending, answering, and transferring a message
- · Defining a message's importance
- Defining and marking the options for tracking a message
- · Marking messages as read or unread
- Working with the conversation display and its history
- Adding a signature
- · Working with categories

- · Creating and managing rules and alerts
- Spell check
- Recognizing spam
- · Checking the mailbox' size

## Module 3: The Calendar

- Customizing the calendar display
- · Creating an appointment, a meeting
- Inviting participants
- · Accepting/refusing an invitation

# **Module 4: Managing contacts**

- · Creating/Deleting a contact
- · Creating and modifying a group of contacts
- Managing the contact display
- Editing a business card linked to a contact
- Searching tools

## Lab / Exercises

 This course provides you with exclusive access to the official Microsoft lab, enabling you to practice your skills in a professional environment.

#### **Documentation**

· Digital course material included

# **Participant profiles**

• New or inexperienced Microsoft Outlook users

## **Prerequisites**

- · Basic computer skills
- Internet browsing and Windows environment

## **Objectives**

- Navigate efficiently through the Outlook interface
- Create and manage professional email messages
- · Organize your calendar and schedule meetings
- Manage and organize your contacts
- Automate email processing with rules
- Customize Outlook display and options
- Use categories to organize your messages

## **Description**

Outlook Training - Fundamentals

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**Fondamental** 

**Classroom Registration Price (CHF)** 

**4**00

**Virtual Classroom Registration Price (CHF)** 

375 **Duration (in Days)**0.5 **Reference**MOO-11