



## Outlook – Fundamentals

### Description

This course is specifically designed for individuals who have little to no prior experience with Microsoft Outlook and aim to gain proficiency in utilizing its primary features. This training provides a solid foundation and practical guidance to navigate and harness the power of this popular email and personal information management application.

### 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**

- Practice exercises will be given at the end of each module

#### **Documentation**

- Digital course material included

#### **Participant profiles**

- New or inexperienced Microsoft Outlook users

#### **Prerequisites**

- No prerequisites

#### **Objectives**

- Navigate in Outlook and manage the main options
- Create and manage messages
- Work with the calendar
- Manage contacts

#### **Niveau**

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#### **Classroom Registration Price (CHF)**

400

#### **Virtual Classroom Registration Price (CHF)**

375

#### **Duration (in Days)**

0.5

#### **Reference**

MOO-11