

**Document Generated:** 12/25/2025

**Learning Style:** Virtual Classroom

**Technology:** Microsoft

**Difficulty:** Beginner

**Course Duration:** 1 Day

## Microsoft Outlook 2019: Part 1



### About This Course:

This foundational course is designed to help participants master the core features of Microsoft Outlook. From efficiently managing emails and contacts to scheduling appointments and organizing tasks, this course equips learners with practical skills to increase productivity and communication effectiveness in a professional

environment. Whether you're new to Outlook or looking to build confidence in daily usage, this course will provide step-by-step guidance through its powerful tools and features.

## **Course Objectives:**

- Navigate the Outlook interface to read, compose, and respond to emails.
- Use the Address Book, apply formatting, and check spelling in messages.
- Attach files and insert images or illustrations into emails.
- Customize email reading and response options to suit preferences.
- Organize messages using flags, categories, and folders.
- Create and manage Contacts efficiently.
- Schedule appointments and manage meetings using the Calendar.
- Create, assign, and track progress on Tasks and Notes.

## **Audience:**

- Office professionals who rely on Outlook for communication and scheduling.
- Administrative staff who manage meetings, tasks, and correspondence.
- New hires and onboarding employees needing a quick start with Microsoft Outlook.
- Individuals looking to improve their digital communication and organizational skills.

## **Prerequisites:**

- Basic familiarity with Windows and general computer usage. No prior experience with Microsoft Outlook is required.

## **Course Outline:**

- Navigate the Outlook interface to read, compose, and respond to emails.
- Use the Address Book, apply formatting, and check spelling in messages.
- Attach files and insert images or illustrations into emails.
- Customize email reading and response options to suit preferences.
- Organize messages using flags, categories, and folders.
- Create and manage Contacts efficiently.
- Schedule appointments and manage meetings using the Calendar.
- Create, assign, and track progress on Tasks and Notes.