Document Generated: 11/17/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft® Outlook® for Office 365™ : Part 1



About This Course:

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.

Course Objectives:

- 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.

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:

- 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

Course Outline:

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