



Course Outline

Best of MS Outlook 365-2021-2019

(Includes the best features from all Levels of Outlook)

- What is MS Outlook?
- Outlook User Interface
- The Outlook Modules
- Outlook: The Mail Module (Ctrl+1)
- Outlook: The Calendar Module (Ctrl+2)
- Outlook: The People Module (Ctrl+3)
- Outlook: The Tasks Module (Ctrl+4)
- Outlook: The 'To Do' Module (Ctrl+5)
- Outlook: The 'More Apps' Options Icon
- INBOX: Customizing the Column Headers
- INBOX: Customizing Column & Row Fonts
- INBOX: The Conversation Feature
- INBOX: Using the Advanced Search
- INBOX: Using the Favorites Location
- INBOX: Using the Quick Steps
- INBOX: Organizing with Custom Rules
- INBOX: Organizing with Custom Categories
- INBOX: Colour Coding the Emails
- Emailing: Creating an Email Template
- Emailing: Using the Voice Typing Feature
- Emailing: Using the Read Aloud Feature
- Emailing: Creating and Using Auto-Text
- Emailing: Using @mentions
- Emailing: Advanced Message Options
- Emailing: Voting Options
- Emailing: Using the Loop Components
- Emailing: Flag for the Recipients
- Emailing: Creating Signatures
- Emailing: Recalling a Message
- Emailing: Recovering a Deleted Item
- Emailing: The Out-of-Office Message
- Emailing: Removing Attachments
- Outlook: Creating and Managing Groups
- Outlook: Mail Options
- Calendar: Exploring Views
- Calendar: Creating an Appointment/Meeting
- Calendar: Setting Up a Recurring Meeting
- Calendar: Scheduling Assistant- AutoPick
- Calendar: Creating a Calendar Group
- Calendar: Sharing
- Calendar: Stop Sharing
- Calendar: Sending a Calendar via Email
- Outlook: Calendar Options
- People: Creating a New Contact
- People: Contact from the Same Company
- People: Creating a Contact from an Email
- People: Exporting Contacts
- People: Creating a Contact Group
- People: Driving Map from a Contact
- Tasks: Creating a New Task
- Notes: Creating a New Note
- Outlook: The Folders View
- Outlook: Folder Sharing & Permissions
- Outlook: Opening a Shared Folder
- Outlook: Delegating Access to a Folder
- Outlook: Archiving Items
- Outlook: Managing the Data File
- Outlook: Keyboard Shortcuts