Microsoft Outlook Level I

Get ahead in Microsoft Outlook with an overview of how to manage emails, calendars, and contacts. In this one-day course, you'll practice setting up your email signature and automatic replies. By the end of Microsoft Outlook Level I, you'll also have a solid understanding of the calendar, notes, journals, and tasks.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: https://www.careercenters.com/courses/outlook-essentials-specialist

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Course Outline

Customize Outlook settings

- Customize the appearance of the program window
- Configure program options
- Set defaults for outgoing messages
- Create and assign automatic signatures
- Configure options for multiple accounts
- Practice tasks

Automate Outlook

- Automatically reply to messages
- Automatically process messages
- Create and manage Quick Steps
- Practice tasks

Print and save information in Outlook

- View and save messages and attachments
- Print Outlook items
- Practice tasks

Search in Outlook

- Search for items
- Use Search Folders
- Practice tasks
- Objective review

Manage messages

- Create messages
- Create and send messages
- Configure message options
- Respond to messages
- Delegate access
- Practice tasks

Format messages

- Format text
- Apply themes and styles
- Apply styles
- Create hyperlinks
- Insert images
- Manage schedules
- Insert memorized content
- Insert signatures
- Practice tasks

Organize and manage messages

- Categorize messages
- Flag messages for follow-up
- Manage conversations
- Organize messages in folders
- Manage junk email
- Practice tasks
- Objective review

Create and manage calendars

- Configure calendar settings
- Work with multiple calendars
- Share calendar information
- Practice tasks

Create appointments, meetings, and events

- Create appointments and events
- Create meetings
- Manage calendar items
- Practice tasks

Organize and manage appointments, meetings, and events

- Configure settings for calendar items
- Manage meeting options
- Practice tasks

Create and manage notes, tasks, and journals

- Create tasks
- Manage tasks

- Create and manage notes
- Create journal entries
- Practice tasks

Manage contacts and groups

- Create and manage contacts
- Create and modify contact records
- Store contact records
- Share contact records and address books
- Practice tasks

Create and manage groups

Practice tasks