

Why Learn Microsoft Outlook?

Learn about Outlook 2019 / 365 interface and working with messages, calendars, and contacts.

Audience Profile :

- Students who have little or no familiarity with Microsoft Outlook 2019 or more experienced Outlook users who want to learn the topics covered in this course in the 2019 interface.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.



Course Overview:

- This Microsoft Outlook training class introduces the 2019/ 365 interface and gets students up and running quickly working with messages, calendars, and contacts in Outlook 2019 or Outlook 365.
- This Microsoft Outlook training class teaches students to work with some of the more advanced features of Outlook.

Microsoft Outlook Outline:

- Module 1: The Outlook 2019 Interface
 - Overview of the Outlook Interface
 - Tabs, Groups, and Commands on the Ribbon
 - The Backstage View
- Module 2: Performing Popular Tasks in Outlook 2019
 - Setting Up an Email Account
 - Open Email Messages
 - Reply to and Forward Email Messages
 - Preview and Save an Attachment
 - Save a Message in an Alternate Format
 - Delegate Access
 - Customize the Navigation Pane
- Module 3: Working with Messages
 - Check Spelling and Grammar
 - Use Microsoft Word to Edit Messages
 - Insert a Hyperlink or Image to a Message
- Module 4: Working with the Calendar
 - Change Your Calendar View
 - Schedule an Appointment
 - Make Updates to an Appointment
 - Create Calendar Groups
 - Work with Calendar Items
 - Create and Add Calendars
- Module 5: Organizing Contacts
 - Add, Delete, Import, and Print a Contact
 - Work with Contact Groups
 - Manage Multiple Address books
- Module 6: Working with Tasks and Notes
 - Reply to a Task Request
 - Change Your Task View
- Module 7: Using Signature and Themes
 - Automatically Add a Signature to Messages
 - Format Outgoing Messages
 - Create and Apply a Theme
- Module 8: Managing Your Inbox
 - Search for Messages
 - Create Search Folders
 - Add New Local Folders
 - Move Messages between Folders
 - Group Your Mailbox Items
 - Create and Manage Rules
 - Add Protection to Your Outgoing Messages
- Module 9: Working with Multiple Email Accounts
 - Setting Up Multiple Accounts in Outlook
 - Send Emails from Different Accounts
 - POP vs. IMAP Email Programs

Training Solutions:

✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.

✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

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