E-LEARNING - OUTLOOK

PRODUCT INFORMATION

Outlook is your email program in the Office package. Furthermore, you can manage your contacts with the outlook directory, coordinate your events with the calendar and create as well as manage tasks. You can see that Outlook is far more than a mere email program. It helps you to organize and efficiently structure your work. Beyond the fundamental handling of Outlook you can learn how to use Outlook together with OneNote and Skype for Business, how to share your mail folder with your colleagues or how to use Outlook on the move.

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# TABLE OF CONTENTS

## PRETEST

## EMAIL BASICS

- Writing emails
- Printing emails
- Attachments
- Inserting items
- Chapter test

## EMAIL VIEWS

- Views
- Using the conversation view
- Chapter test

## ORGANIZING EMAILS

- Structuring
- Deleting and archiving
- Rules
- Using Quick Steps
- Working with folders
- Working with categories
- Chapter test
SEARCHING FOR EMAILS

Simple search
Search folders
Chapter test

EMAIL OPTIONS

Automatic replies while absent (out of office)
Settings
Chapter test

CALENDAR AND SCHEDULING

Views and general information
Basic scheduling
Booking appointments effectively
Moving appointments and meetings
Advanced calendar functions
Chapter test

TASKS

Working with tasks
Collaboration
Chapter test
PEOPLE
Creating and managing contacts
Contact groups
Chapter test

INTERACTION BETWEEN THE PROGRAMS
Outlook and OneNote
Using Skype from Outlook
Planning and starting a Skype meeting
Chapter test

OUTLOOK SPECIAL KNOWLEDGE
Managing email permissions
Managing calendar permissions
Chapter test

USING OUTLOOK WHILE TRAVELLING
Using Outlook Web Access
Setting up Outlook on a smartphone
Chapter test

FINAL TEST
30 Questions