

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

PARAMETERS

| | |
|-----------------|------------|
| Version | 3.5 |
| Duration | 9:00 h |
| Release | 11.04.2019 |

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
