Outlook Web Version (4 Hours)

Module 1: Introduction to Outlook Web

- Overview of Outlook Web Interface

- Navigating the dashboard: Mail, Calendar, People, and Tasks

Module 2: Basic Email Management

- Composing, sending, and organizing emails

- Understanding inbox features: Focused inbox, filters, and categories

- Managing attachments and drafts

Module 3: Using the Calendar

- Scheduling meetings and events

- Adding participants and setting reminders

- Viewing and managing calendar events

Module 4: Managing Contacts

- Adding, editing, and organizing contacts

- Creating and managing contact groups

- Using the Directory and search features

Module 5: Basic Task Management

- Creating tasks and setting deadlines

- Organizing tasks with To-Do integration

- Tracking task completion

Module 6: Customization & Personalization

- Changing Outlook settings (theme, layout, and reading pane)

- Creating email signatures

- Setting up automatic replies (Out of Office)

Module 7: Advanced Email Management

- Using folders and rules for email organization

- Setting up email filters

- Managing email notifications and alerts

Module 8: Introduction to Collaboration Features

- Sharing calendar and delegating access

- Collaborating through shared mailboxes and permissions

- Integrating with other Office 365 tools (OneDrive, Teams)