Introduction to Microsoft Outlook

Duration: 8 hours Course

Course Overview: In this course you will learn about Outlook 2019 interface and working with messages, calendars, and contacts.

Target Audience: 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.

Course outline

Module 1: The Outlook 2019 Interface

This module explains how to work with the Outlook 2019 interface.

Lessons

- ☐ Overview of the Outlook Interface
- ☐ The Ribbon
- ☐ Tabs, Groups, and Commands on the Ribbon
- ☐ The Backstage View

Lab : Outlook Interface Exercises

- ☐ Exploring the Ribbon
- ☐ Exploring the Backstage View

After completing this module, students will be able to:

- ☐ Work with the Microsoft Outlook interface.
- ☐ Work with the Outlook Ribbon.
- ☐ Work with the tabs, groups, and commands on the Ribbon.
- ☐ Work with the Backstage view.

Module 2: Performing Popular Tasks in Outlook 2019

This module explains how to perform popular tasks in Outlook 2019.

Lessons

- ☐ Setting Up an Email Account
- ☐ Open Email Messages
- ☐ Reply to and Forward Email Messages

- Preview and Save an Attachment
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format
- Delegate Access
- Customize the Navigation Pane

Lab : Performing Popular Tasks Exercises

- Setting Up an Email Account
- Opening and Replying to a Message
- Printing a Message

After completing this module, students will be able to:

- Set up an email account in Outlook.
- Open email messages.
- Reply to and forward email messages.
- Print and save an attachment.
- Print messages.
- Delete messages.
- Save a message in an alternate format.
- Delegate access.
- Customize the Navigation Pane.

Module 3: Working with Messages

This module explains how to work with messages in Microsoft Outlook.

Lessons

- Compose a Message
- Add an Attachment
- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image to a Message
- Send a Message

Lab : Creating and Sending a New Message

After completing this module, students will be able to:

- Compose a message.
- Add an attachment to a message.

- ☐ Add voting options to a message.
- ☐ Check the spelling and grammar in a message.
- ☐ Format text.
- ☐ Use Microsoft Word to edit email messages.
- ☐ Insert a hyperlink in a message.
- ☐ Send a message.

Module 4: Working with the Calendar

This module explains how to work with the calendar in Microsoft Outlook.

Lessons
- ☐ Change Your Calendar View
- ☐ Set Up Availability Status
- ☐ Print Your Scedule
- ☐ Share Your Calendar
- ☐ Schedule a Meeting
- ☐ Make Updates to Meetings
- ☐ Cancel a Metting
- ☐ Reply to a Meeting Invitation
- ☐ Schedule an Appointment
- ☐ Make Upates to an Appointment
- ☐ Create Calendar Groups
- ☐ Delete a Calendar
- ☐ Work with Calendar Items
- ☐ Create and Add Calendars

Lab : Working with the Calendar Exercises
- ☐ Setting Up Your Calendar
- ☐ Scheduling a Meeting

After completing this module, students will be able to:
- ☐ Change your Calendar View.
- ☐ Set up availability status.
- ☐ Set up your calendar availability.
- ☐ Print your schedule.
- ☐ Schedule a meeting.
- ☐ Make updates to meetings.
- ☐ Reply to a meeting invitation.
- ☐ Schedule an appointment.
- ☐ Make updates to an appointment.

- Create calendar groups.
- Delete a calendar.
- Work with calendar items.
- Use multiple calendars.

Module 5: Organzing Contacts

This module explains how to organize contacts in Microsoft Outlook.

Lessons

- Add, Delete, Import, and Print a Contact
- Update a Contact
- Locate a Contact
- Sort Contacts
- Work with Contact Groups
- Manage Multiple Address books
- Perform a Mail Merge

Lab : Organizing Contact Exercises

- Adding and Updating a Contact
- Performing a Mail Merge

After completing this module, students will be able to:

- Add a contact.
- Update a contact.
- Share a contact.
- Locate contacts.
- Sort and find contacts.
- Work with contact groups.
- Work with multiple address books.
- Perform a mail merge.

Microsoft Copilot for Outlook