



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Outlook® 2021: Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS): Outlook Associate (Office 365 and Office 2021) — **Exam:** MO-400

Course Description

In this course, participants will use Microsoft Office Outlook to send, receive, and manage e-mail messages. Participants will also learn to manage their contact information, schedule appointments and meetings. Lastly, they will also learn to create tasks and notes for themselves and customize the Outlook interface to suit their working style.

Target Audience

This course is intended for:

- Persons who need to know how to use Outlook as an e-mail client to manage their e-mail communications, calendar events, contact information, and other communication tasks.

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and experience:

- *Using Microsoft® Windows® 10*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate Outlook to read and respond to e-mails.
- Use the Address Book and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in the Calendar.
- Create and work with Tasks and Notes.



Microsoft Partner

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Course Topics

Module 1: Getting Started with Outlook 2021

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Module 2: Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Module 3: Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Module 4: Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Module 5: Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Module 6: Managing Your Contacts

- Create and Edit Contacts
- View and Print Contacts

Module 7: Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Module 8: Working with Tasks and Notes

- Create Tasks
- Create Notes

ACTIVITIES INCLUDED

