TCS Training

Microsoft Outlook Online

- Finding Outlook Online
- Show the Classic Ribbon
- Creating a new email
- Pop a new email into a separate window
- Attaching a File
- Linking a File
- View and work with Attachments
    - View
    - Download
    - Share by email
- Use @mention
- Loop Components and Polls
- Schedule when to send an email
- Snooze
- Pin
- Using favourites
- Flag and Categorise
- Search and Filter email
- Create a new Calendar Event
- Make that Event a Teams Meeting
- File attachments - all in one place
- To-Do and others

Do you ever use the online version of Outlook? If so, this session is for you. Spend half a day exploring what is available and learning great tips and tricks. The course focus is on what's new and differences in the app program. You might enjoy it so much - you may never go back to the classic version!