



Microsoft Outlook Introduction (Classic)

Messages and the Inbox

- Understanding how Email works
- Tour of the Outlook screen
- Create, reply & forward messages
- Use Dictate
- Attach Files
- Set Read and Delivery Receipts
- Delay delivery of a message
- Set a message Importance level
- Use Polls
- Flag messages for Follow Up
- Work with Categories
- Create Signatures
- Sort & Organise the Message List
- Search for messages
- Automatic Replies (Out of Office)
- Turn on Conversations
- Read messages aloud
- Use Immersive Reader

Work with folders

- Creating Folders for storing Messages
- Move a Folder
- Move and copy messages to folders
- Create a Quick Step to file messages
- Create Rules

Work with the Calendar

- Create Appointments
- Create Calendar Events
- Move appointments
- Schedule a Meeting with Others
- Add Public Holidays
- Add Time Zones

Work with Tasks/To Do

- Create Tasks
- Assign a Task
- Manage the task list

Work with Contacts

- Create Contacts
- Modify the Contact properties
- Create a Contact Group

Other Settings

- Setting up Outlook Today
- Where the defaults live
- Learn useful keyboard shortcuts

Our hands-on, full-day Microsoft Outlook course builds confidence in using Outlook's features to manage communication and stay organised. You'll learn efficient email techniques, how to create a clear and structured filing system, manage calendars effectively, and develop a well-organised contacts area. The course also introduces creating and managing task lists using Microsoft To Do.

Please see the next page for our Microsoft Outlook (New Outlook) course.





Microsoft Outlook Introduction (New Outlook)

Messages and the Inbox

- Understanding how Email works
- Tour of the Outlook screen
- Create, reply & forward messages
- Use Dictate
- Save drafts
- Attach Files
- Set Read and Delivery Receipts
- Delay delivery of a message
- Set a message Importance level
- Use Polls
- Flag messages for Follow Up
- Work with Categories
- Create Signatures
- Sort & Organise the Message List
- Search for messages
- Create Rules
- Set Automatic Replies (Out of Office)
- Use the Snooze Tool
- Read messages aloud
- Use Immersive Reader
- Pin emails
- Add to favourites

Work with folders

- Creating Folders for storing Messages
- Move a Folder
- Move and copy messages to folders
- Use the Select tool
- Create a Quick Step to file messages
- Create Rules
- Use Sweep tool

Work with the Calendar

- Use the Calendar Views
- Set Timescale in day view
- Set Work hours and locations
- Create Events
- Set reminders
- Schedule a meeting with others
- Use the Scheduling Assistant

Work with Tasks/To Do

- Create Task Lists
- Create Tasks in Lists
- Mark tasks as complete
- Manage the task list

Work with Contacts

- Create new Contacts
- Modify the Contact Information
- Create a Contact List

Other Settings

- Where the defaults live
- Learn useful keyboard shortcuts

