

# Microsoft Outlook 2019

This Outlook training course prepares learners to start using basic and advanced Outlook features. Learn how to create an email signature, how to automate the management of your inbox with rules, and how to create stationery to save design elements and color schemes for reuse. Gain an understanding of automatic replies (such as out-of-office replies), email templates, quick parts, quick steps, and the email signature gallery.

[CBT Nuggets course material](#) →

## WEEK 1

### Outlook 2019 Fundamentals

151 min.

Which Outlook?	3
Finding Your Way Around	6
Getting Help	3
Sending Emails	8
Receiving Emails	7

### Organise Email in Outlook 2019

Overview	1
Email Folders	10
Flags	6
Categories	4
Searching for Emails	7
Search Folders	5
Inbox Views	7
Creating a Custom View	6
Reducing Email Volume	9
Archiving	11

### Manage Email Efficiently with Outlook 2019

Overview	1
Signatures	9
Email Templates and Quick Parts	9
Using Stationery	6
Quick Steps	6
Rules	6
Automatic Replies	5
More Email Options	12

## Consolidate Multiple Accounts with Outlook 2019

Overview 1

### WEEK 2

---

**157 min.**

Adding Microsoft Accounts 8

Adding a Google Account 5

Adding Less Common Email Accounts 6

Managing Somebody Else's Inbox 9

## Work with the Outlook 2019 Calendar

Overview 1

Navigating the Calendar 6

Appointments 7

Scheduling Meetings 9

Sharing Calendars with Colleagues 6

Sharing Calendars Outside of Your Organisation 6

Managing Someone Else's Calendar 6

Calendar Time Zones 5

Conditional Formatting and Calendar Views 5

## Use Outlook 2019 Contacts

Overview 1

Supplemental File 1

Get Started with Contacts 6

Do More with Your Contacts 7

Importing and Exporting Contacts 10

Using Contacts in Mailings 8

## Beyond Email, Calendar, and Contacts in Outlook 2019

Overview 1

Tasks Overview 5

Viewing Tasks in Different Ways 6

Assigning Tasks and Managing the Tasks of Others 7

Outlook Notes or OneNote? 6

A Quick Look at Outlook Forms 9

Recording Time in Outlook 8

### WEEK 3

---

**1 min.**