

Microsoft Outlook (Office 365 & 2021)

This Outlook training course prepares learners to start using basic and advanced Outlook 2021 and Outlook for Office 365 features. When used correctly, Microsoft Outlook can make your email inbox more manageable and your job less stressful. This course will show you how to positively take control of your emails and spend less time managing messages, allowing you to spend more time doing your actual job.

[CBT Nuggets course material](#) →

WEEK 1

Microsoft Outlook Overview

105 min.

Introduction: Which Outlook?	1
Finding Your Way Around	1
Sending Emails	1
Receiving Emails	1
Calendar Quick Start!	1
Searching	1
Next Steps	1

Organise Email

Overview	1
Folders	1
Flags	1
Categories	1
Search Folders	1
Inbox Views	1
Tools for Reducing Email Volume	1
Delete or Archive?	1

Improve Efficiency with Email

Overview	1
Signatures	8
Quick Parts and Templates	8
Quick Steps	7
Rules	8
Automatic Replies	8
Stationery	6
Polls, Voting Buttons, and Other Email Options	9

Use the Outlook Calendar

Overview	1
Navigation Bar Tips	1
Navigating the Calendar	1
Appointments	1
Scheduling Meetings	1
Time Zone Tips	1
Conditional Formatting and Views	1

Work with Multiple Inboxes and Calendars

Overview	1
Add a Microsoft Account	1
Add a Google Account	1
Add Extra Calendars	1
View Co-Workers' Calendars	1
Manage Someone Else's Diary	1
Manage Someone Else's Email	1
Outlook Profiles	1

Explore Outlook Contacts

Overview	1
Creating Contacts	1
Viewing and Using Contacts	1
Contact Groups, Folders, and Sharing	1
Importing, Exporting, and Removing Duplicates	1
Mailings	1

Manage Tasks in Outlook

Overview	1
Tasks Overview	1

Work with Tasks in Different Ways	1
Create a Custom View	1
Assign Tasks	1
Microsoft Planner	1
Microsoft To Do	1