Microsoft Outlook 2021 Introduction

Duration: **1 Day**

This course has been designed for users who are new to Outlook.

The following gives a brief overview of the course content, which may be tailored to your requirements.

Introduction

- Screen layout
- Customizing the view
- Navigation Bar
- Reading pane
- To do bar
- Peek

Email – Sending and Receiving Messages

- Sending and reading messages
- Message alert
- Replying and forwarding messages
- Message tags and properties
- Attachments
- Automatic replies
- Quick parts
- Inserting tables
- Signatures
- Spell checker
- Automatic replies (Out of Office)
- Sent items folder
- Drafts

Email – Managing Messages

- Flags
- Sorting messages
- Categories
- Creating and using personal email folders
- Printing and deleting messages
- Deleted Items

Contacts (People Folder)

- Viewing, printing, adding and editing contacts
- Sending an email to a contact
- Creating a contact group

Calendar

- Calendar screen
- Moving to a different date
- Calendar views
- To View details of an appointment
- Making / editing appointments
- Deleting a calendar entry
- All-day events
- Creating a recurring appointment
- Organising a meeting
- Printing the calendar
- Calendar snapshots
- Open another person's calendar
- View another person's calendar
- Viewing calendars in overlay or side by side
- Sharing calendars
- Calendar Permissions
- Schedule view

Tasks

- Creating, editing and deleting tasks
- Recurring tasks

Notes

- Creating and editing a note
- Changing the colour of a note
- Forwarding a note
- Deleting a note