

Outlook



 Course Management

✓ Course Description

Outlook

Content

▼ Outlook mobile: Manage your inbox ⓘ

Manage your inbox and learn how to RSVP to invites instantly, swipe right to manage your inbox, create focused inbox, and use Android widgets.

- ☐ Swipe right & manage inbox
- ☐ Focused Inbox email filter
- ☐ Outlook Android widgets
- ☐ RSVP to invites instantly
- ☐ Confirmation

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▶ **Start**

▼ Outlook mobile: Manage your time ⓘ

Outlook mobile helps you find a time when everyone is available for a meeting.

- ☐ Scheduling made easy
- ☐ Meeting location assistant
- ☐ Send meeting availability
- ☐ Calendar sharing
- ☐ Merge or combine calendars
- ☐ Outlook training
- ☐ Manage your notifications
- ☐ 10 top Outlook mobile tips
- ☐ Confirmation

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▶ **Start**

Outlook mobile: People and connections ⓘ

Outlook Mobile makes it easy to find contacts and learn more about them.

- ☐ Learn about contacts
- ☐ Scan or tap to add contacts
- ☐ Use @mentions
- ☐ Favorite contacts & set notifications
- ☐ Add folders & groups to Favorites
- ☐ Confirmation

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▼ Outlook mobile: Search and share ⓘ

Microsoft Search in Outlook mobile finds what you need fast. Effortlessly get to your top contacts, calendar events and files with improved email search.

- ☐ Search made simple
- ☐ Share files and photos
- ☐ Outlook calendar search
- ☐ Search email attachments
- ☐ Confirmation

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▶ **Start**

> Outlook Quick Start ⓘ

Get started quickly with the Outlook Quick Start guide. Learn how to add an email account, create and send email, use @mentions, show Focused inbox, manage your calendar and contacts, schedule an appointment using Scheduling Assistant, add a contact, collaborate in Outlook, share a file, set up an online meeting and shared notes, and set up your mobile apps.

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Set up and customize Outlook ⓘ

Need to set up and customize Outlook? Learn how Outlook can help you organize your email, manage and share your calendar, share files, stay connected, and add an outlook.com account, Microsoft 365 email account, or Gmail account.

- ☐ What is Outlook
- ☐ Set up Gmail accounts
- ☐ Add an Outlook.com or Microsoft 365 account
- ☐ Confirmation

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► **Start**

▼ Create and send email ⓘ

Discover your Microsoft Outlook inbox

- ☐ Welcome to your inbox
- ☐ Create and send email
- ☐ Create an email signature
- ☐ Sending and receiving attachments
- ☐ Retract or replace a sent email
- ☐ Confirmation

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► **Start**

> Manage email ⓘ

Set up automatic replies for when you are out-of-office

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► **Start**

Organize your inbox ⓘ

Learn tips to organize your inbox. Learn how to set a Follow Up flag, view or remove Follow Up flags, set a reminder, find an Action Item, create color categories, assign a color category to an email message, create a folder, move messages into a folder, add a folder to Favorites, or create a rule.

- ☐ Set categories, flags, reminders, or colors
- ☐ Organize email by using folders
- ☐ How to set up rules
- ☐ Confirmation

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▼ **Contacts and tasks in Outlook** ⓘ

Add a contact, create a contact group, import and export contacts, or create tasks or a to-do list.

- ☐ Add a contact
- ☐ Create a contact group
- ☐ Import contacts
- ☐ Export contacts
- ☐ Create tasks and a to-do list
- ☐ Confirmation

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► **Start**

▼ Outlook Calendar ⓘ

Create appointments and meetings, share your calendar or search for calendar items.

- ☐ Welcome to your calendar
- ☐ Create appointments and meetings
- ☐ Schedule an online meeting
- ☐ Share your calendar
- ☐ Import calendars
- ☐ Search for calendar items
- ☐ Use calendar categories and reminders
- ☐ Confirmation

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Information

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