12/25/21, 2:24 AM Outlook

Outlook







Course Description

Outlook

Content

✓ Outlook mobile: Manage your inbox ①

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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✓ Outlook mobile: Manage your time ①

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

Not Started

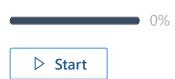


✓ Outlook mobile: People and connections ①

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 ①

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 Not Started 0% Start > Outlook Quick Start (i) Get started quickly with the Outlook Quick Start quide. 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. Not Started **O**% Start ✓ Set up and customize Outlook ① 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 Not Started 0% Start

<u> </u>	Create and send email ①
	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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	Managra amail ()
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	Set up automatic replies for when you are out-of-office
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~	Organize your inbox ①
	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.
	O Set categories, flags, reminders, or colors
	Organize email by using folders
	O How to set up rules
	○ Confirmation
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✓ Contacts and tasks in Outlook ①
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 ①
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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Certificates

Complete the course to acquire the certificate