Outlook 365-Web

This Outlook course provides essential coverage of the Outlook 365-Web software. Topics covered include an introduction to email and managing email, contacts, tasks and calendar.

PREREQUISITES:
You can successfully complete this training guide without any prior software knowledge or computer experience.

DELIVERY METHOD:
Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:
Introduction
Checking and Managing Email
• Checking, Reading and Responding
• Creating a New Message
• Changing Mail Views
• Choosing a New Theme
• Managing Your Mail
• Setting Mail Preferences
• Creating a Meeting Request

Working with Your Calendar
• Adding an Appointment
• Changing Your Calendar View
• Sharing Your Calendar

Importing and Managing Your Contacts
• Adding New Contacts
• Importing Contacts
• Searching for a Contact

Adding and Completing Tasks

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<th>25030</th>
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<tbody>
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<tr>
<td>Instructor:</td>
<td>Di Binder</td>
<td>Instructor:</td>
<td>Linda Card</td>
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